



# Support Staff Team Member Head of MIS and Data



<b>Employment Status:</b>	Full Time
<b>Required from:</b>	As Soon as Possible
<b>Job Location:</b>	Main College Site - Whole College Post
<b>Application Closing Date:</b>	Thursday 28 October 2021
<b>Interview Date:</b>	<b>Longlisting</b> W/C Monday 01 November 2021 <b>Shortlisting</b> W/C Monday 08 November 2021

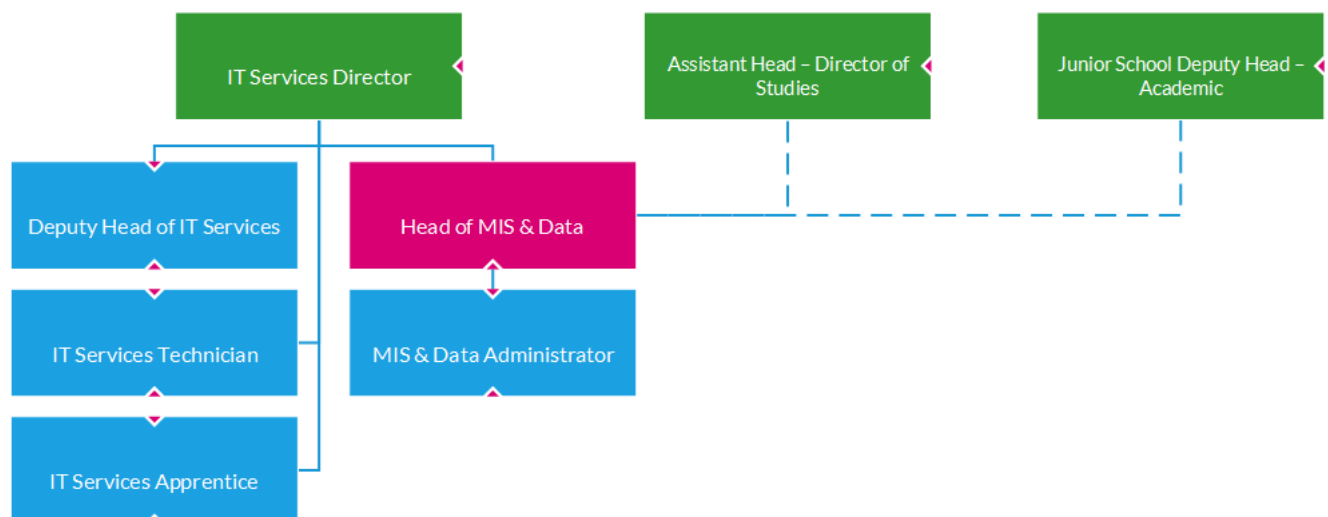


## THE DEPARTMENT

The Support Team comprises approximately 120 dedicated and professional staff, covering the following business and day to day operational functions of the College:

- Administration
- Admissions
- Commercial Enterprise
- Development & Fundraising
- Finance
- Health & Safety
- Human Resources
- IT Services
- Marketing
- MIS and Data
- Property & Facilities
- SEND, Pastoral and Medical Support
- Teaching, Learning and Futures Support

The MIS and Data department is a newly formed department that consists of the Head of MIS and Data and the MIS and Data Administrator. The MIS and Data department supports the use of the College's MIS and extended systems whilst also providing extensive data analysis for staff and Senior Leadership.



## THE ROLE

This position is ideal for a dynamic and ambitious individual who is enthusiastic about all things data. The primary focus of the role is the technical support of the College's management information system (iSAMS) for staff, pupils and parents, setting up and maintaining report cycles and in-depth data analysis for the Assistant Head – Director of Studies. We are looking for an experienced Head of MIS & Data, ideally with extensive iSAMS knowledge, to oversee the development and use of data systems.

The successful candidate will be joining an enthusiastic and forward-thinking department who are keen to share their knowledge and skills to develop those around them. We are looking for a candidate who will establish efficient ways of organising, storing and analysing data, with attention to security and confidentiality. They will be able to fully grasp the complexity of data management, have a strong understanding of databases and data analysis procedures, be tech-savvy and possess excellent troubleshooting skills.

## JOB DESCRIPTION

**Responsible to:** IT Services Director

**Management Information Systems:**

- Development and operational oversight of the College wide Management Information Systems.
- Support all stakeholders with their use of iSAMS, including all iSAMS portals.
- Where appropriate, provide internal training or recommend suitable courses.
- Create and coordinate a list of annual iSAMS tasks with guidance for all iSAMS users, with particular emphasis on end-of-year procedures.
- Import and export data as required between systems, including the timetable.
- Assist with annual ISI and DfE Census returns.
- Create and manage all templates and report cycles in Reports Manager.
- Ensure academic reports are generated so families can view their child's report on the Parent Portal.
- Liaise with 3<sup>rd</sup> party companies for development and support.
- Maintain a knowledgebase for common MIS-related issues and procedures.
- Design and develop solutions to meet specific requirements for the College.
- Produce data analysis reports for key stakeholders, including Heads of Year, Heads of Department and Leadership Teams.
- Liaise with parents and pupils in order to effectively manage pupil subject choices and distribution of block numbers.
- Work with Heads of Department across the College in the creation of department mark books.
- Support the Examinations Officer with data analysis of public examinations on the GCSE and A Level results day.
- Input whole College basic data into 'The Timetabler' programme as directed by the Assistant Head – Director of Studies.
- Ensure the integrity of the data stored within iSAMS.

- In conjunction with IT Services, assist with any parental, staff and pupil issues.
- Consult and support the IT Strategy Committee in implementing new features.
- Integrate and explore the use of any unused features in iSAMS, if deemed beneficial to the operation of the College.

### **With Administrative Support**

- Assist other departments, such as the Pastoral, Admissions, Marketing and HR teams, with data related tasks and advice at key dates and times.
- Support the day to day running of the internal examinations, including room changes, invigilation rotas and study leave supervision.
- Responsible for all day-to-day room changes across the College.

### **General**

- To have due regard for safeguarding and promoting the welfare of children and young people. To follow the child protection procedures detailed in the College's safeguarding policy.
- To have due regard for GDPR regulation in ensuring all data is always stored securely and to alert the IT Services Director and Bursar if there are any concerns or breaches.
- To demonstrate a willingness to work flexibly, sometimes outside of normal core hours, in response to service demands as agreed with the IT Services Director or Assistant Head – Director of Studies.
- Engage in training opportunities to further develop skills and knowledge.
- To perform such other tasks as may reasonably be required by the Bursar.
- To carry out the above duties in accordance with the Foundation's policies.

The successful candidate will be invited in to take part in the interview process for the MIS and Data Administrator the day after their interview.

## **HOURS OF WORK**

37.5 hours per week, 52 weeks per year. Some flexibility will be required with this post and any additional hours worked can be taken flexibly as Time off in Lieu. 22 days annual leave to be taken at certain points throughout the year.



## PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
<b>Qualification/s and Training</b>		
Educated to degree level or hold relevant job qualification		X
<b>Experience</b>		
Experience of a school MIS at both user and technical levels.		X
Experience of managing an assessment and reporting system.	X	
Experience with iSAMS and all modules		X
Experience with SQL		X
<b>Skills and Knowledge</b>		
Advanced level of Microsoft Excel skills and data manipulation	X	
Write reports in SQL Server Reporting Services		X
Knowledge of Microsoft Power BI		X
Able to explain complex technical concepts in simple terms to peers and end-users	X	
<b>Personal Qualities</b>		
Ability to work independently using your own initiative	X	
Personable and patient	X	
High degree of customer service for all support queries	X	

## THE PACKAGE

**Salary:** £42,449 - £47,754

**Pension:** Contributory Pension Scheme ISPS (DC)\*

**Benefits:** Tuition fee remission (which is means tested and capped) and no registration fees\*  
 Private Health Care Insurance (50% paid by employer) with reduced health club membership.  
 Health care cash plan  
 Free lunch and beverages, during term time  
 Staff Accommodation (subject to availability; competitive market rate)  
 Free off-road parking  
 Salary Sacrifice Schemes  
 Season Ticket Loan  
 Free winter and summer social events  
 Annual flu immunisation

\*Conditions apply.