

JOB DESCRIPTION

POST TITLE	Management Information Systems (MIS) Assistant
GRADE	4
SPINE POINT	17-22
LINE MANAGED BY	MIS Manager
RESPONSIBLE FOR	N/A
WORKING WITH	Other Teaching and Support Staff
HOLIDAY AND SICKNESS RELIEF	By and for other Admin, Support Staff
PURPOSE OF JOB	To assist in the provision of an efficient, accurate ongoing administration of school MIS Systems and the production of management information (September 2018)

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

SPECIFIC DUTIES AND RESPONSIBILITIES

To be responsible for the ongoing accurate and timely administration and maintenance of the school's management information system and the production of management information, to the standards required by the academy, the DFE and other appropriate regulatory bodies. Under the leadership and at the request of the MIS Manager. This will include, but not be limited to:

- Assist with administrative support and data entry to maintain staff and student records on the school's management information system (currently SIMS)
- To assist with the maintenance of the school timetable undertaking any changes as and when necessary
- The production of a variety of whole school reports and statistics
- To assist with the production of Student Reports
- To maintain the Schools Admission Register
- To ensure that the administration of mid-year admissions or leavers is carried out promptly and accurately in liaison with other schools and agencies as appropriate
- To assist with the co-ordination of school data collections by ensuring, in liaison with teaching colleagues, that all information is collected and input into the MIS system for student reports
- To lead the administration of the school's Attendance data on a day-to-day basis, maintaining, preparing and processing data. Regular liaison with Key Stage Pastoral, Progress Managers and Education Welfare Officers, to communicate concerns about particular students regarding attendance and punctuality issues
- To assist with census reports and returns
- To assist with the MIS year end process
- To ensure that all student behaviour and exclusion data is accurately recorded and reports are generated and distributed as appropriate
- To lead on the creation and maintenance of the pastoral structure in the MIS system
- To regularly download and respond to information on SchoolPoint or other appropriate systems
- To attend user group meetings and cascade information to colleagues
- To support the continued development of whole school databases
- To assist with the management and maintenance student assessment data within the MIS database in preparation for school data collections
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are

for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.

- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- To assist with colleagues in the Exams team during busy times in exam seasons.
- To assist with arranging cover for absent classroom staff in the eventuality of absence of the Cover Manager.
- To assist with general management of any other areas of the MIS system as required.
- Contribute to the overall ethos/work/aims of the school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions.

TEAM RESPONSIBILITIES

All administration and clerical staff at Silverdale are considered part of the overall admin support team and may be required to provide assistance to colleagues in other areas from time to time.
