

Applicant Pack

To be read in conjunction with our 'Joining our staff' brochure



Job Advert



Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of **Chorus Education Trust**. The school is rated as 'Outstanding' (Ofsted 2014) and has an excellent record of student achievement at both KS4 and KS5. It sits within a new building with a full complement of facilities.



At Silverdale's heart is one of the country's largest Teaching Schools, the **Sheffield Teaching School Alliance** and in 2020 it was asked to establish one of the first Teaching School Hubs, which resulted in the launch of the **South Yorkshire Teaching Hub**. In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.

Silverdale School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future. You can view the school website at: www.silverdale-chorustrust.org

Management Information Systems Manager

Salary: Grade 8 SCP 32-35 - £35,745 – £38,890

Permanent – 37 Hours / 52 weeks per year

About this vacancy

Required to start as soon as possible, the Trust is seeking an experienced and enthusiastic data professional to be based in one of our secondary schools as their MIS Manager, who will also take the central lead on data and MIS projects, systems, reporting and analysis functions across all disciplines. This includes any central consolidated data returns, developing policies, procedures and advising leadership and MIS colleagues on all data and data protection matters.

The successful candidate will be flexible, have exceptional organisational skills, team leadership experience and be a competent and effective MIS professional. Knowledge of school-based MIS systems and change management would be useful.

If you want to be part of an enthusiastic and hard-working team, join an innovative growing Trust and school, with a forward-thinking Senior Leadership Team, and staff who are passionate about improving the life chance of young people, then please apply using the details below.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Jill Rishworth (Silverdale HR) at:

recruitment@silverdale.chorustrust.org

Please note that CVs and Sheffield City Council application forms will not be accepted.

Deadline for applications: **11.59pm on Sunday 21 November 2021.**

Interviews to be held: **week commencing 6 December 2021.**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job Description: summary

Post title:	Management Information Systems (MIS) Manager
Profile:	
Grade:	8
Grade spinal point range:	32-35
Accountable SLT post:	Business Support Services Manager
Line Manager of post holder (if different):	
Staff to be supervised or line managed by post holder:	MIS Team & Exams Team
Post holder will work with:	Central Trust Team, School Senior Leadership Team, Other Teaching and Support Staff
Holiday and sickness relief by/for:	By and for business and operations support staff
Purpose of job:	To take the central lead on data and MIS projects, systems, reporting and analysis functions across all disciplines. Including any central consolidated data returns. Developing policies, procedures and advising leadership and MIS colleagues on all data and data protection matters.
	To be responsible for the strategic management of data, including detailed data analysis, development and operation of MIS systems. Produce and develop clear, concise, accurate information which supports student and departmental progress, whilst ensuring data returns are submitted accurately and on time.
	This post may work across the Trust schools.
Version revised:	October 2021

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the 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

Specific Duties & Responsibilities: Central team role

- To take the central lead on data and MIS projects, systems, reporting and analysis functions across all disciplines
- Lead central consolidated data returns and compliance
- Work with the DPO to lead GDPR systems, polices, and procedures across the Trust
- Guide and support school-based MIS colleagues utilizing knowledge, experience and developing procedures

Specific Duties & Responsibilities: School role

- To be responsible for the MIS systems, data analysis, reporting and compliance as required by the school, trust and key stakeholders
- Lead and manage the MIS Team
- Ensure General Data Protection Requirements are met

Duties will include, but not limited to:

Leadership and Management

- **Central Trust** - support and guide wider school-based MIS colleagues, creating a supportive virtual team and MIS culture
- **School** – Line manage and appraise MIS (data) staff and Exam Manager(s).
- Ensure successful delivery of an effective and efficient MIS Team.

Data Management

- **Central Trust** - To lead and be responsible for the strategic management of trust data, central data related projects and returns, development of central trust wide MIS systems, creating and maintaining detailed system generated reports for trust and school colleagues to use
- **School** – To lead and be responsible for the strategic management of data, including detailed analysis of data, development of data systems, presenting detailed analytical and performance reports in relation to data including whole, school, departmental, student (individual and collective) and related external data
- To produce detailed, but easily read and interpreted reports, analysing performance as required for senior leaders and stakeholders e.g. SLT, OFSTED, Governors, etc.
- To manage, in conjunction with a member of senior leadership, the development and scheduling of the school timetable.
- To be pro-active in identifying and implementing data improvement (systems, technologies, use of data, etc.).
- To lead departments on the analysis and use of data to inform projections and targets, attending Senior Leadership Team meetings and school planning group meetings as required.
- To lead the MIS team with regard to the management and maintenance of the whole school's MIS database, (including but not limited to staff, student, assessment and performance data)

ensuring that the data is maintained at all times to meet the standard of service expected by the school/trust.

- To lead the MIS team with regard to the management and co-ordination of data, which includes examination and cover co-ordination.
- To lead the MIS team in responding promptly and accurately to complete statistical returns as required by the trust, Local Authority, DfE, Examination boards and other external agencies.
- Support the Exam Manager(s) in the collection, transmission and receipt of examination entries, results and other data, preparation of seating plans and exam invigilation timetables and other documents as required.
- Produce analysis of exams results for the Senior Leadership Team immediately on release dates.
- Responsible for assessment recording, reporting, managing data collection systems for key groups, providing reports and analysis as appropriate. Creating and developing systems to enable the effective monitoring of vulnerable pupils.
- Work with the Business Support Services Manager to supply data/reports for whole school budget analysis and specific projects, e.g. pupil premium analysis.

Resource Management

- **Central Trust** – Responsible for leading and developing trust data policies and procedures working with the Data Protection Officer (DPO)
- Lead and guide, as the expert, senior colleagues trust wide on data and information access requires and procedures
- Monitor DPO audit reports and actions
- **School** – Responsibility for compliance with General Data Protection (GDPR) legislation in relation to use and storage of data.
- Responsibility for the data asset register
- Responsibility for carrying out the actions from the DPO annual audit report
- Ensure MIS software is suitable, maintained and fit for purpose
- Responsibility for exams resources through the Exams Manager(s)

Development

- Responsibility for evaluation, review and development of MIS procedures
- Undertaking personal and professional development
- Keeping up to date on changes in MIS office management and data administrative procedures relevant to school management, including examination procedures
- Continually develop skills and knowledge relevant to improving MIS, exam and appropriate support services within the school
- Responsibility for the professional development of the MIS Team

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.

- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust 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.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of School/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Management Information Systems (MIS) Manager

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
A proven background in data management, involving system development and implementation	✓		A / I
Extensive knowledge and experience of dealing with a wide range of MIS requests (e.g. 5 years)	✓		A / I
Experience of gathering information and communicating data in a range of formats	✓		A / I
Experience of contributing to the senior management team of an organisation		✓	A / I
Ability to interpret policy/ information/legislation and consistently follow Trust procedures	✓		A / I
Demonstrate a clear understanding of data protection and GDPR requirements in an educational setting	✓		A / I
Ability to demonstrate innovate thinking and continuous improvement		✓	A / I
Ability to demonstrate the capacity to make sound judgements consistently	✓		A / I
Effectively prioritise, plan, organise, direct and co-ordinate the work of others	✓		A / I
Delegate appropriate tasks and monitor outcomes to see that they are being carried out, set standards and provide a role model for students and staff	✓		A / I
Effective line management of a diverse team	✓		A / I
Qualifications and other skills			
Level 4 Qualification in ICT or relevant discipline	✓		A
A good level of literacy and numeracy (Maths & English)	✓		A
Recent experience of a school based MIS system	✓		A / I

Evidence of well-developed ICT skills including use of a range of Microsoft office software	✓		A / I
Excellent written and verbal communication skills	✓		A / Ref
Interpersonal skills			
A professional role model who is resilient, enthusiastic and determined	✓		A / I
Be flexible, committed, reliable and approachable	✓		A / I
High levels of honesty, integrity and an awareness of the importance of confidentiality	✓		A / I
Strong commitment to personal development for self and staff	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I / Ref