

Management Information System (MIS) Manager

Northallerton School

Application Pack



Welcome from the Head of School

June 2020

Dear Colleague

Thank you for your interest in the Management Information System Manager (MIS) post at Northallerton School and Sixth Form College. It is an exciting time for the school as we become part of the Areté Learning Trust in 2019. I am looking forward to working with the whole community as we strive for even greater success for all our young people. By working together we can ensure that all students enjoy their time at this school, make excellent progress and leave us with the necessary skills and attitudes to lead successful and fulfilling lives.

The role of MIS Manager is crucial to our development as an academy within the Areté Learning Trust. Working with leaders at all levels, teachers and support staff the MIS Manager is responsible for the school's MIS ensuring its accuracy, efficiency and effectiveness at all times.

The MIS Manager has a big part to play in allowing school leaders to work strategically, giving them an accurate understanding of the issues and therefore helping to inform their plans for improvement.

The work of the MIS Manager will be challenging and they will be expected to be proactive, flexible and to stay calm under pressure. The effective communication between the MIS Manager and teachers and support staff will be key, allowing us as a school to provide the best possible outcomes for each and every student.

This is an exciting opportunity for the right person to make a difference to the achievement and life chances of the young people we teach.

If you are interested in submitting an application, please highlight the ways in which your abilities and experience make you a suitable candidate for this post. The closing date for applications is **Monday 6th July 2020 (12 noon)**, I look forward to reading your application and to welcoming you to Northallerton School & Sixth Form College. If you would like to talk more about the role please contact my PA, Louise Bramley, on bramley.l@northalletonschoo.org.uk.

Yours sincerely



Vicki Rahn
Head of School
Northallerton School & Sixth Form College

Job Description for:	Management Information system (MIS) Manager
Salary:	Grade: G, points 13 - 18 (£22,021 - £24,313 pro rata)
Actual Salary:	£19,638 - £21,683 p.a
Hours/weeks:	37 hours per week, TTO + 2 weeks
Contract:	Permanent

Specific duties and responsibilities:

System Management

- Manage all staff accounts on the MIS including permissions and passwords ensuring appropriate access for all users
- Ensure new starters receive appropriate training on use of the MIS
- Regularly review the MIS's efficiency and effectiveness, taking into account planned system developments and opportunities to improve working practices
- Support the integration of the MIS with other systems and databases within school to ensure seamless data management and drive continuous improvement
- To be the principal contact with the MIS provider, report any issues and ensure prompt and appropriate resolution

Timetabling

- Support the Deputy Headteacher for setting the timetable in its production, implementation and with in-year transitions, including changes that need to be made due to in-year staffing changes
- Set up and allocate students to classes, groups and courses
- Manage the transition of data from one academic year to the next

Progress and assessment data

- Create and maintain appropriate templates for progress reports and assessment data analysis
- Coordinate data capture and data entry for each assessment exercise
- Create and maintain appropriate templates for progress reports and assessment data analysis
- Support Senior Leadership, Heads of Year, Heads of Faculty, Subject Leaders and other colleagues as required in the production of student progress reports
- Obtain and import Key Stage 2 results data and other benchmarking data into the MIS to enable to production of student targets.
- Maintain individual student targets in line with progress and assessment framework
- Prepare and publish student progress reports for progress evenings and upload to the student / parent SIMs app.
- Manage the maintenance of assessment data and ensure timely production of reports and analyses using appropriate systems
- Prepare examinations results analysis as soon as results are released (usually within last two weeks of August)

Other Duties

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's policies
- To engage in continued professional development

- To comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate
- To comply with the Academy's procedure concerning safeguarding and to ensure that training is accessed

Whilst every effort has been made to explain the main duties and responsibilities of the post, this does not constitute a jobs list and the successful candidate will be expected to undertake duties commensurate with her/his role.

Areté Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory completion of all pre-employment checks including an enhanced DBS

Signed:

Dated:

Person Specification

Qualities and Attributes	
Relevant Experience	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Previous experience of working in a similar role. 	<ul style="list-style-type: none"> • Experience of administrating web-based data systems.
Education and Training	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • IT qualification at level 3 or above. • English and Mathematics at Level 2 (GCSE grade C or above, or equivalent). • Willingness to undertake further training relevant to the post 	<ul style="list-style-type: none"> • Relevant degree level or vocational qualification. • Evidence of recent, relevant training and CPD.
Special Skills and Knowledge	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Good working knowledge of MS-excel, MS-access. • Good working knowledge of relational databases. • Good working knowledge of MS-SQL Scripting, querying and Reporting Services. 	<ul style="list-style-type: none"> • Good working knowledge of Java-script and XML. • Working knowledge of web development software.
Personal Skills and Qualities	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Good interpersonal skills. • Able to work collaboratively and to lead collaborative projects. • Able to confidently provide training to others, sharing skills, knowledge and experience. • Good organisational and administrative skills. • Excellent time management. • Ability to work both independently and as part of a team. • Ability to follow instructions and to understand a complex brief. • Ability to communicate and liaise clearly and effectively across all levels of the organisation, and with external organisations. • Capable of developing good understanding of complex educational developments and reporting issues. • Able to scrutinise work to ensure accuracy, quality and time management. • Ability to produce work that is accurate and with an appreciation of the importance of quality assurance. 	<ul style="list-style-type: none"> • Appreciation and interest in the value and application of data reporting systems beyond the process of construction. • Able to coordinate the development of projects which involve contributions from across a team of people. • The ability to propose changes to existing systems and reports and to foresee additional systems and reports to enhance existing ones.
Additional Factors	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Flexible approach to work and a willingness to undertake a variety of tasks. • Commitment to equal opportunities and safeguarding. • Commitment to continuous improvement and willingness to learn from experience and practice. • Willingness to undertake additional training relevant to the post. 	

APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

How to apply

Please forward your completed application form to Jayne Hargreave using the following email address: recruitment@aretelearningtrust.org stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is **12pm Monday 6th July 2020**

Interview date: **TBC**

SECTION 7 – MEMBERSHIP OF PROFESSIONAL BODIES

Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

SECTION 8 – REGISTERED COUNCILS

Are you registered with the Institute for Learning?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered Yes, please provide your Registration number:	

Teaching Roles only:

Teacher Reference Number:	
Current salary point:	
Date QTS awarded:	
Induction period completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered Yes, please confirm the date:	
If you have answered No, please select the appropriate option:	Not yet started <input type="checkbox"/> Stage 1 completed <input type="checkbox"/> Stage 2 completed <input type="checkbox"/>

SECTION 9 – PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer:	
Local Education Authority:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Grade:
Number on roll (<i>teaching roles only</i>):	Age Range (<i>teaching roles only</i>):
Date of appointment (Month/YYYY):	Salary:
Notice Required () Weeks:	Telephone number:
Leave date (if applicable- Month/YYYY):	Reason for leaving (if applicable):
Summary of current job role; duties and responsibilities:	

SECTION 10 – PREVIOUS EMPLOYMENT

List all your previous jobs (most recent first). Identify and account for any gaps in employment.

Name of Employer :	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable)

Name of Employer:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY)	Reason of leaving (if applicable)

Name of Employer	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):

Name of Employer	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	

Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):

Please provide details for any gaps in your employment history when you have not been in education, training or employment.
Please list dates and the reason (i.e. Travel, Parental leave etc)

Gaps in employment (including dates)

SECTION 11 – REFERENCES

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please note your second referee should ideally be a previous line manager or someone in a position of authority.

SECTION 12 – REFERENCE

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 13 – DECLARATIONS AND CONSENTS

Do you consider yourself to have a disability:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event.	
Are you related to any member or employee of Areté Learning Trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered Yes, please provide details.	
I understand that canvassing of any staff members, governors or directors of Areté Learning Trust in connection with this appointment will disqualify me.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following, including any investigations or actions taken by your professional body:

Capability/Performance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
Disciplinary	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
Are there any dates when you would not be available for interview in the near future?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details	
Please state the date on which you could take up duty if appointed.	
I declare that the information contained in this application form is correct and understand that the trust will request to see proof of qualifications at the time of interview.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to Areté Learning Trust recording and processing the information detailed in this application. The trust will comply with their obligation under the Data Protection Act 2018.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence/received a caution, reprimand or warning?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups.

As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any 'spent' and 'unspent' convictions. If you answered Yes to this question, please provide details below.

What was the date of the conviction(s)?	(DD/MM/YY)

SECTION 14 – SUPPORTING EVIDENCE WHICH SHOULD INCLUDE RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Signature: Date:

SECTION 15 – EQUAL OPPORTUNITIES MONITORING

Areté Learning Trust is committed to equality in employment. The trust's aim is to ensure equality for all existing and prospective employees. In line with this, the Trust is required to publish work force data.

In order to assist the trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose <input type="checkbox"/>	
Ethnic group	White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Other <input type="checkbox"/> White and Black <input type="checkbox"/> Mixed: Mixed: White and Black African <input type="checkbox"/> Mixed: White and Asian <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Asian or Asian British: Indian <input type="checkbox"/>	Asian or Asian British: Pakistani <input type="checkbox"/> Asian or Asian British: Bangladeshi <input type="checkbox"/> Asian or Asian British: Other Asian <input type="checkbox"/> Black or Black British: Caribbean <input type="checkbox"/> Black or Black British: African <input type="checkbox"/> Black or Black British: Other Black <input type="checkbox"/> Chinese or Other Ethnic Group <input type="checkbox"/> Other <input type="checkbox"/>
If Other please specify		