

MIS Assistant

Job Description



WYCOMBE
ABBEY

- Aim:** The Management Information Systems (MIS) Assistant will work alongside the MIS Manager to ensure data integrity and efficient data processing within the iSAMS database and other associated School systems such as the Health and Safety platform.
- The MIS Assistant will also work alongside the rest of the administration team at peak times such as timetable data entry in August.
- Salary:** £23-28k FTE per annum (Actual pay £17,225 - £20,969).
- Responsible to:** MIS Manager.
- Hours of work:** 08:00 – 16:30 weekdays during term time, plus 2 weeks before the start of the Autumn Term to assist with timetabling.
INSET days are working days.

Areas of Responsibility

School database (iSAMS) work

- Manage all data for Extracurricular subjects and ensure that staff and pupil timetables are kept up to date for report writing including any divisional changes.
- To be part of the timetabling team in August to input data into the iSAMS database.
- Manage the Registration module, setting up dates and times each term and ensuring data is up to date for monitoring absence accurately.
- Monitoring of the registration of pupils throughout the School day in iSAMS in conjunction with the School Office.
- Ensure report publishing to parents is smoothly carried out throughout the year and at the end of each term. This includes ensuring all reports are entered correctly and on time, supporting the Tutors and Heads of Section with proofreading and corrections, and publishing the reports via the Parent and Pupil Portal (My School Portal).
- To support the MIS Manager in all other aspects of iSAMS administration.

Wider MIS administrative support

- To provide administrative support to the Compliance Manager, including data administration of the iHASCO database for Health and Safety training.
- Organise and maintain essential information systems in relation to aspects of compliance including policies, data protection, health and safety, and first aid.
- To support the MIS manager with the smooth running of Parent Teacher Meetings via the School Cloud platform, ensuring online bookings and meetings run efficiently for staff and parents.
- To support the MIS manager in the maintenance of associated MIS platforms, including the online calendar (SOCS), trips software (EVOLVE), communications (School Post), parent-teacher meetings (School Cloud), pastoral management (CPOMS).
- To provide MIS administrative support across wider areas of the School as required.

Person specification:

Specialist Knowledge and Experience

- Working knowledge of database systems.
- Prior experience of iSAMS is an advantage.

Attention to Detail

- Ability to work to a high level of accuracy with an eye for detail.

Team working

- Ability to develop effective and supportive relationships with colleagues, both in terms of social interaction and positive support with team.

Using initiative

- Ability to work unsupervised and to take responsibility for own actions with a good attention to detail.
- Ability to prioritise tasks according to importance.
- To be a “starter/finisher” and to be proactive in seeking solutions to enable conclusion of tasks.

Communication

- Experience of communicating confidently and effectively at all levels, both verbally and in writing, adapting style to suit the audience. Able to maintain confidentiality.

Customer Focus

- Able to build rapport easily, putting the customer first and to work hard to meet their needs.

Flexibility

- Successfully adapts to changing demands and conditions.
- Willingness to adapt and acquire new skills.

Resilience

- Ability to remain calm and self-controlled under pressure.

Special conditions

- Appointment is subject to an Enhanced Disclosure and Barring Check.

Child Protection Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.