

# MIS Manager

## Job Description



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<b>Aim:</b>	<p>The Management Information Systems (MIS) Manager will take overall responsibility for the running and development of the School's databases and associated platforms; at the core of these is the iSAMS School database.</p> <p>The School's ICT Services department oversee the technical integration between systems and this role will be responsible for the practical integration aspects including review and integrity of data. They will ensure that the School's management information systems are developed to meet the needs of the School, enabling senior leaders to make informed decisions and judgements using the full functionality of the MIS databases. This includes the interface of data between iSAMS and other systems. The MIS Manager will be accountable for ensuring all users of the system are fully trained and processes are in place to maintain the integrity of the system.</p> <p>The MIS Manager will have the support of a MIS Assistant to help with the primarily large volume of work with the iSAMS database whilst also providing administrative support for other systems across the School.</p>
<b>Salary:</b>	<b>£32-40k per annum.</b>
<b>Responsible to:</b>	Deputy Head (Strategy and Operations).
<b>Hours of work:</b>	09:00 – 17:30. 52 weeks per year (25 days annual leave to be taken during School holidays).

### Areas of Responsibility

#### iSAMS Database

- Manage the School's academic information management system (iSAMS), ensuring its best use and strategic development in conjunction with relevant users and groups.
- In liaison with the ICT Service department, manage the various iSAMS modules and ensure that they are set up correctly on a termly basis.
- Undertake the induction of new staff in the use of iSAMS, and provide in-house training and support for staff in using iSAMS, including creating appropriate training materials and resources for new staff induction and to cover new system features being deployed.
- Liaise with iSAMS to resolve problems and progress requests as required and ensure the database is fully functional.
- Liaise weekly with the Director of Curriculum Management to discuss various aspects including registration, tracking and reporting, timetabling and the Parent-Teacher meeting online system.
- Lead on the data entry process for the timetabling of Extracurricular activities, coordinating the team of staff involved in this across departments.
- Ensure reports and assessment cycles are correctly set up in iSAMS for academic staff, and to coordinate the Heads of Sections and Tutors in proofreading and making amendments.
- Input and manage the movement of pupil and staff data in and out of iSAMS, including the yearly rollover of data after the end of the Summer Term.

## Associated Platforms

- Ensure the seamless integration of all systems that are required to link to the central iSAMS database.
- Facilitate the induction of new staff, and provide in-house training and support for existing staff, in the use of all other relevant MIS Systems.
- Work to fully develop the associated MIS platforms; these currently include the online calendar (SOCS), trips software (EVOLVE), communications (School Post), parent-teacher meetings (School Cloud), pastoral management (CPOMS), school portals for pupils, parents and staff (My School Portal).
- Work alongside the key administrative staff who use these platforms to ensure they are used to their full potential.

## Databases - general

- Liaise with third party software vendors on maintenance issues and any custom requirements / reports.
- In liaison with the ICT Services Department, ensure security of the databases.
- Maintain the links and data flows between the School's data systems and develop these as necessary.
- To keep abreast of changes in industry data management standards and products and to advise line management in this regard.
- To be responsible for reviewing and informing the School about any forthcoming version changes to products used.
- To research and advise on new products, provide solutions and support the implementation of any new systems.
- Maintain a clear understanding of the Data Protection Act and the implications that it has for managing school data, and ensure that they work in compliance with the Data Protection Act.

## Line Management

- To direct and support the MIS Assistant.
- To ensure appropriate CPD is provided / undertaken and that the MIS function has sufficient resilience to meet the needs of the School.

## Person specification:

### Specialist Knowledge and Experience

- Thorough working knowledge of school database software.
- In-depth knowledge of iSAMS is an advantage.
- Experience of SQL Report Writing 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.