

# MIS Administrator & Data Manager Candidate Information Pack

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Website: [www.stmaryscolchester.org.uk/vacancies](http://www.stmaryscolchester.org.uk/vacancies)

# Welcome



Dear Applicants,

Welcome to St Mary's School. We have been educating girls from Colchester and the surrounding areas since 1908 and as such have built a very strong reputation within our local community. Throughout this time the school has grown in size and is now located on two sites. The Senior School is close to the town centre whilst the Lower School and Kindergarten enjoy a more rural location.

St Mary's is a happy and thriving school and we are proud of each and every one of our pupils. We are proud of our diverse student population and we are passionate to create a team of staff reflective of this diversity.

The Senior Leadership Team at St Mary's is small and the positive and collective vision of the team has ensured the success of the school.

This is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community.

If you believe that you can rise to the broad and challenging expectations of the role and you have a genuine desire to work in an environment that has the needs of its students at heart, we look forward to hearing from you.

**NICOLA GRIFFITHS**

Principal

# The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

Our vision is to empower girls to thrive at school and beyond.

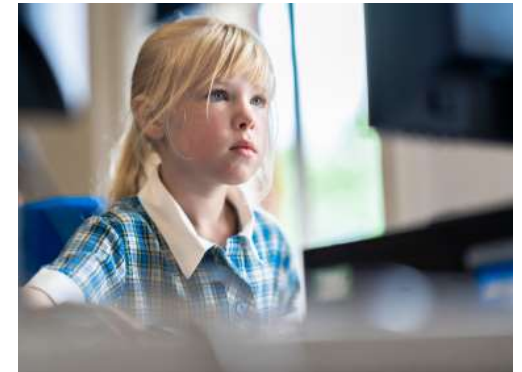
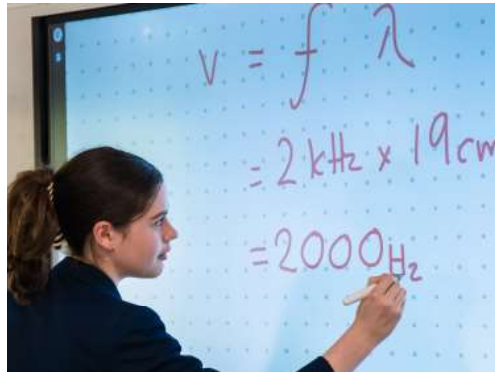
The Lower School was ranked 12th highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School, excellent GCSE results are achieved each year. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves and asking questions.

We believe in instilling the values of respect and courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.



# Job description

Job title:	MIS Administrator & Data Manager
Reporting to:	Assistant Head of Senior School (Academic), Assistant Head of Lower School (Academic), Assistant Head of Senior School (Pupil Development), Assistant Head of Lower School (Pastoral),
Hours:	20 hours per week (Monday - Friday inclusive), term-time only, plus a total of 40 hours during the School holidays (0.42 FTE)
Salary:	£30,000 - £35,000 (Full time equivalent) dependent on experience
Benefits:	Pleasant working grounds and location Lunch available during term-time Staff discount for School fees (subject to qualifying criteria) Annual flu vaccination Discounted gym membership Employee Assistance Programme Beneden Healthcare (optional) Bike2Work Scheme

## Job Purpose

We are seeking a skilled and experienced School Data Manager with a strong background in Management Information Systems (MIS) and experience with iSAMS. The ideal candidate will be responsible for managing the school's data and MIS systems overseeing a migration from Engage to iSAMS, and then the continued development of iSAMS within our school. Other responsibilities include ensuring the accurate and efficient use of data across the school and handling key reporting and statutory returns. This is a key role within our school's administration, providing insight and data-driven support for strategic decision-making.

## Main Duties and Responsibilities

### MIS Management

- Oversee and manage the school's MIS, ensuring the system is operating effectively and efficiently.
- Ensure the accurate collection, storage, and reporting of student data across various platforms and departments.
- Act as the main point of contact for all MIS-related queries and troubleshooting. In liaison with the Assistant Head (Academic), assist with critical updates of the academic timetables throughout the year for example, Year 6 to 7 transition, option cycles and staff and student changes.
- Manage access permissions and security settings in accordance with data protection regulations (e.g., GDPR).

### **Data Management & Reporting**

- To support the Lower School in their development of the MIS system so that systems can be in-line, where appropriate, with Senior School
- Produce and maintain reports on student progress, attendance, behaviour, and other key performance indicators.
- Contribute to the production of statutory returns to the Department of Education (DfE), Independent Schools Council (ISC), Independent Schools Inspectorate (ISI), and other relevant bodies.
- Develop and maintain data for MidYIS and Yellis assessments to track student progress and performance.
- Work with school leadership and faculty to generate customized reports for strategic planning and data analysis.
- Create, manage, and support the data input and record keeping of staff and student data through the provision of custom reports and fields in the MIS.
- Manage teaching and timetabling information and migration of existing records to new year groups working with the Assistant Head (Academic).
- Manage students' subject choices and distribution of block numbers, in consultation with the Assistant Head (Academic).
- Ensure compliance with statutory data reporting requirements, such as attendance, enrolment, and aid with exam results.
- Oversee and manage the school's communication application (Reach More Parents), ensure the student, parent and group data is accurate.
- Stay up-to-date with the schools communication application development and new features and their rollout.

### **MIS Rollover Process**

- Manage the MIS rollover process at the start of each academic year, ensuring all student data is accurately transitioned from the previous year to the new year groups, working with the Finance department when necessary.
- Ensure that all student records are updated, and data integrity is maintained during the rollover.
- Migration of existing records to new year groups working with the Assistant Head (Academic).
- Collaborate with the senior leadership team and staff to verify student details and ensure all necessary information is carried forward accurately.

### **Assessment of Third-Party Data**

- Oversee and assess the integration of third-party data platforms, ensuring that external data sources (e.g., exam boards, assessment providers) are correctly linked to the school's MIS.
- Manage data imports/exports from third-party systems (e.g., MidYIS, Yellis), ensuring that assessment data is accurately recorded and analysed.

### **Migration & System Integration**

- Lead the migration of data from exiting systems to iSAMS and other new integrated systems as needed (e.g., Wonde).
- Coordinate the integration of iSAMS with other educational platforms and systems used by the school going forward.
- Troubleshoot and resolve issues related to data migration, ensuring that all data is accurate and fully transferred as well as other 3rd party tools.

### **iSAMS Expertise**

- Administer and configure the iSAMS MIS system, ensuring its proper functionality and efficient use across departments.
- Organise/provide training and support to staff on iSAMS usage, helping them make the most of its features.
- Stay up-to-date with iSAMS updates and new features, ensuring the system remains aligned with the school's evolving needs.
- Attend training updates, either online or in person.

**Data Quality Assurance**

- Conduct regular audits of student data and resolve discrepancies promptly.
- Maintain a high standard of data accuracy, consistency, and integrity.

**Collaboration & Support**

- Collaborate with senior leadership, teachers, and external agencies to improve data usage and support data-driven decision-making.
- Provide ongoing technical support and training for staff on the MIS and its applications such as the communication app.

**Compliance & Security**

- Ensure the school complies with relevant data protection and privacy legislation, including GDPR.

**Additional Roles**

- Assist the Academic Leadership team in the Senior School, as requested.
- Liaise with Head of Academic departments when required and as agreed with the Assistant Head (Academic).
- Liaise with the IT Department regarding all technical aspects of the School's Engage e.g. implementation of new systems and/or modules, upgrades, maintaining users and accounts, troubleshooting issues.

**Other Information**

These duties will be developed into short and longer-term targets in consultation with the postholder. The post holder provides a range of support and therefore work is generated throughout the day. Due to the routine of schools, the workload may not be evenly spread throughout the year.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

# Person specification

(E) = Essential  
(D) = Desirable

## Qualifications

- Education to at least A Level but degree level or equivalent preferred
- Minimum of 5 GCSE's at C grade or above in Maths & English
- Evidence of continuing professional development

## Experience/Knowledge & Understanding

- Previously worked in a school environment
- Experience of successful staff management
- High level IT expertise with experience of a management information package or software
- Experience of data management inputting
- Experience of managing and developing MIS data system (ideally iSAMS)
- Experience of producing accurate data for reporting and assessment
- Experience managing data migration projects and integrating various MIS platforms and systems
- Experience with educational assessments and systems such as MidYIS and Yellis
- Experience of forming and maintaining network relationships
- Information gathering and analysis
- Strong understanding of data protection (e.g., GDPR) and best practices for handling sensitive information
- Knowledge of ISI requirements re: academic data

## Personal Skills & Attributes

- Ability to remain positive, enthusiastic, and good humoured when working under pressure
- Strong prioritisation and organisational skills and ability to manage own workload
- Excellent oral and written communication skills supported by strong interpersonal skills with the ability to communicate effectively and appropriately with people, both face to face and in writing – including being able to present to and train staff
- The ability to build productive relationships with colleagues and customers
- Meticulous attention to detail and commitment to high standards
- Ability to make clear and confident decisions based on knowledge, skills and previous experience



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- A desire to take responsibility and an ability to meet strict deadlines
- Enthusiasm, hard-work, integrity, creativity, flexibility and resilience
- Excellent organizational, planning and problem solving skills including the ability to be flexible to achieve targets
- Enthusiastic, innovative and forward-looking
- Excellent leadership skills and ability to work with and lead a diverse team of staff
- Knowledge of school timetables
- Knowledge of statutory data reporting requirements such as school census
- Ability to promote the positive image of the organisation
- Self-motivated and able to work unsupervised
- Willing and quick to learn new skills & procedures
- Commitment to equality and diversity
- Good sense of humour

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**Safeguarding**

- Commitment to safeguarding and promoting welfare of children and young people
- Recent accredited safeguarding training
- Sound understanding of statutory safeguarding requirements

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# Application process

Closing date for applications: Friday 25th April 2025

Date of interviews: On a rolling basis

An application form can be downloaded from the school website:  
[www.stmaryscolchester.org.uk/vacancies](http://www.stmaryscolchester.org.uk/vacancies)

Candidates should complete their application form and return it to Mrs M Terry, HR & Compliance Officer at:

Email: [careers@stmaryscolchester.org.uk](mailto:careers@stmaryscolchester.org.uk)  
Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

## Safeguarding

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Please visit [www.stmaryscolchester.org.uk/vacancies/](http://www.stmaryscolchester.org.uk/vacancies/) to read our Application & Recruitment process explanatory notes.

## Privacy notice

Please read our Privacy Notice for Job Candidates, which can be found at [www.stmaryscolchester.org.uk/vacancies/](http://www.stmaryscolchester.org.uk/vacancies/)

We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.

