Job Description	
Job Title	MIS Manager
Responsible to	Senior Deputy
Department	Academic Support
Purpose of job and primary objectives	Clifton College consists of 2 schools that provide high quality private education to pupils aged 3 months-18 based on a boarding school ethos. The academic management of the school is underpinned by the use of modern school management database software. The academic software currently used is School Information Management System (SIMs) from Capita. The system is used by 150 teaching staff and support staff. It supports Admissions, timetables, pupil assessment and reporting and behaviour management. The post holder's goal is to ensure the quality of MIS data, coordinate the use of the system across schools and Departments, maintain documented procedures and ensure staff are trained to use the system. Parents can access information about their children via Insight (from TASC) which links to SIMS. The MIS Manager is responsible for the maintenance of Insight. The post holder may sometimes also be required to work on SIMS integration projects under the guidance of the Integration Manager.

What we are looking for:	
Key Traits: Essential: • Detail-conscious • Customer-orientated • Aware of appropriate priorities • Self-motivating and able to work unsupervised • Efficient • Process-orientated • Ability to communicate effectively • Ability to focus and complete tasks on time Desirable: • Ability to create order and simplify processes • Keen to work with others to bring about improvements	Application, Interview
Key Qualifications: Essential: • Good command of English Language and Mathematics.	Application, Interview
Skills, Knowledge & Experience required: • Database and Web software • SIMS software	Application, Interview

- Networked computer systems
- Nova T6 experience is desirable
- Google Cloud Platform in particular Sheets, Forms and Docs and the way that they interact
- Microsoft Office, in particular Excel
- Specific spreadsheet skills in both Sheets and Excel, E.g. Pivot tables, advanced functions such as INDEX/MATCH and data transfer tools such as IMPORTRANGE and Power Query.
- Knowledge of Google Data Studio and Developer Studio is desirable

The MIS Manager will not be expert in all application areas but
will have a solid foundation in modern school Management Information Systems and ETL data pipelines.
Good interpersonal skills are vital and an ability to learn new technical content quickly is essential.

Responsibilities:

- Establish, maintain and continually improve the standard baseline MIS system configuration.
- Configure and maintain standard reporting and analysis tools and templates.
- Maintain and improve practices to ensure the data held on the MIS system is accurate and complete.
- Manage administration-level criteria, in SIMS and its satellite systems such as Insight, to determine which data flow from one to another.
- Set up and manage groups of permissions for MIS users, ensuring, as far as possible, that staff have access only to information relevant to their jobs based on principle of least privilege.

Document all existing processes that depend on SIMS
- Coordinate the preparation and publishing of MIS user guides and best practice notes.
- Maintain and administer the annual academic cycle of the MIS system.

Assessment
- Oversee the setup of all marksheet templates for assessment and reporting as defined by SMT.
- Ensure ALIS, MidYIS and INCAS results are imported into the MIS system.
- Work with SMT to develop data analysis and reporting of assessment data.

Curriculum management
- Support the Upper and Prep School timetablers in constructing the timetable using Nova T6.
- Maintain the current year timetable using Nova T6 and SIMS Academic Management including co-curricular and pastoral sessions.
- Support the examinations officer with configuration of courses and import/export of examination results.

Reporting from MIS
- Maintain and amend the format of parental reports.
- Manage the production and distribution of parental reports via the INSIGHT portal including overall management of the INSIGHT system.

- Coordinate and submit statutory returns including the annual ISC and DfE census.

Data analysis and integration
- Develop a deep understanding of how and why data are collected across the college and how data are transferred between systems.
- Produce and or/give guidance on bespoke analyses of pupil numbers including longitudinal trends and future modelling.
- Work closely with the Integration Manager to ensure data flows between systems integrated with SIMS are efficient and accurate.

Training/Trouble-shooting
- Support staff on the use of SIMS and related third party products. Deliver one to one or group training where appropriate.
- Log and report any problems experienced by staff to support organisations.

Maintenance/Data Retention
- Ensure data accuracy and currency in accordance with agreed timeframes; working with the key SIMS users.
- Develop data retention policy, for approval, and put in place routines to ensure data are not held longer than necessary and that the College is compliant with the requirements of the Data Protection Act.

Miscellaneous
- Maintain confidentiality at all times in respect of school related matters and prevent disclosure of confidential sensitive information in line with data protection legislation.
- It should be noted that the role does not include teaching pupils or working directly with pupils.
- The MIS Manager will provide backup for operational resources during high demand periods.
- Be alert to process improvement opportunities and highlight duplication of effort and redundancy in systems.

Equal Opportunities
- Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff.

Safeguarding
- Maintain an up to date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff.

Health and Safety
- Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff.

Professional Development

• Maintain and update your own knowledge and skills in line with legislation and the needs of the role.	