



MIS Data and Information Co-ordinator

Queen Elizabeth's Grammar School

Permanent

37 hours per week, 41 weeks per year

Pay Scale 6 - £30,882 - £32,977 FTE (Pro-rata - £28,049 - £29,952)

QEGSMAT are seeking to appoint an enthusiastic MIS Data and Information Co-ordinator to join our hardworking and high achieving team at Queen Elizabeth's Grammar School.

We are seeking to appoint a successful, enthusiastic and dynamic professional who is a highly motivated, well-qualified specialist with an innovative and supportive approach to MIS data and information.

Nestled in the picturesque Derbyshire Dales in the idyllic town of Ashbourne, Queen Elizabeth's Grammar School is an academic and vibrant rural comprehensive school with a very successful Sixth Form.

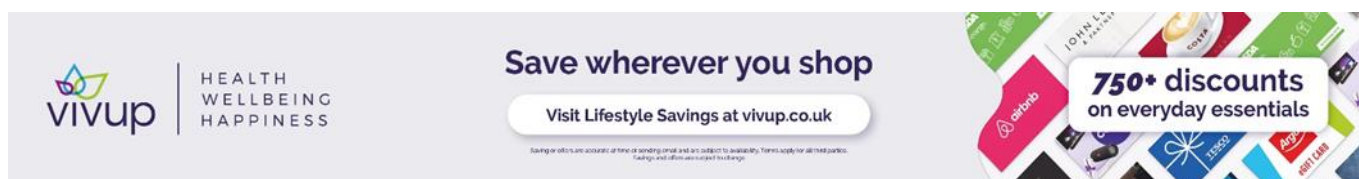
Queen Elizabeth's Grammar School is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.

- QEGSMAT is a recognised Disability Confident employer.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.
- Access to 750+ discounts on everyday essentials via our benefit package with Vivup



QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call – Sarah Smit, PA to the Headteacher 01335343685

Further details about our school can be found on our website:

<https://www.queenelizabeths.derbyshire.sch.uk/>

To apply for this position, please visit <https://qegsmat.face-ed.co.uk/vacancies>

Closing date for applications: 23rd February 2025

Interview date: 27th February 2025

Salary: Pay Scale 6 - £30,882 - £32,977 FTE (Pro-rata - £28,049 - £29,952)

Potential Start date: ASAP



JOB DESCRIPTION

Post Title:	MIS Data and Information Co-ordinator
Reporting to:	Headteacher and Deputy Headteacher Pastoral
Scale:	Scale 6
Disclosure Level:	Child Workforce - Enhanced, Childs Barred list

PURPOSE OF THE POST:

Purpose:

Support the Headteacher and Deputy Headteacher's in managing the school's data management and managed learning environment by facilitating the effective development, maintenance and support of systems within the school to support teaching and learning;

As required by the Examinations and Data calendar to assist with the smooth running of school and external examinations.

Main Duties

- Co-ordinate the inputting of data with the Data and Information Officer;
- Be responsible for the export to and import from external data systems for analysis and target setting;
- Be responsible for the administration of statutory returns (e.g. census)
- Be responsible for the maintenance and accuracy of exam results data and departmental data books;
- Carry out timetable maintenance tasks throughout the year.
- Support the Leadership Team in establishing and maintaining a common monitoring, tracking and intervention system based on MIS reports;
- Provide the Leadership Team, Heads of Years and Curriculum Leaders with cohort and departmental recording systems, analysing student progress using agreed baseline data, updating and analysing data to inform teaching and learning;

- Co-ordinate and manage the reporting process from data entry to the production of printed reports;
- Attend Peak 11 Data Manager network meetings to support the Leader of Student Progress;
- Support the Leader of Student Progress in liaising with other schools, sharing good practice;
- Liaise with the Examinations Officer to co-ordinate the accuracy of external examination data.
- Determined by the Examinations and Data calendar, and if required, to support the Examinations Officer with the organisation, administration and smooth running of external exams and school exams.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities, targets, professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



Person Specification – MIS Data and Information Co-ordinator

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> Education to a minimum of A Level standard with 5 GCSEs A*-C including English and Maths or equivalent Evidence of continued professional development 	<ul style="list-style-type: none"> A relevant IT qualification 	
Experience	<ul style="list-style-type: none"> Proven database experience, with an emphasis on reporting and analysis Experience of working within a team Good understanding of data management and transformation 	<ul style="list-style-type: none"> Good knowledge of ICT processes within a school environment Experience of Management Information Systems Experience of web based technologies Has a basic knowledge of how schools are organised and managed 	
Skills	<ul style="list-style-type: none"> Highly numerate with good analytical and interpretive skills Is prepared to undertake professional training necessary to carry out the role effectively Can maintain issues of confidentiality in the working environment Has the ability to communicate effectively to a range of different people and can demonstrate excellent written and verbal communication skills Is able to plan, organise, prioritise and manage their own personal time effectively Will actively engage training activities and take responsibility for his/her own professional development 		

Knowledge	<ul style="list-style-type: none"> • Extensive knowledge of PC based software, especially SQL, Microsoft Excel 		
Personal attributes	<ul style="list-style-type: none"> • Has initiative and can work independently • Has an understanding of when to consult, make decisions and defer to others • Is committed, resilient, robust, resourceful, keen and enthusiastic • Has an excellent record of punctuality, attendance, reliability and integrity • Can demonstrate fairness, honesty and integrity in his/her existing practice and conduct as a professional • Is likely to be able to show that through their actions and professional relationship with others, a positive and corporate commitment towards their work • Can demonstrate the ability to work well as a team member and motivate people • Has the ability to work flexibly and in a responsive way with tact, discretion and confidentiality • Has a commitment to safeguarding and promoting the welfare of children and young people 		