

**CARE**  
**ASPIRE**  
**INCLUDE**



# MIS ASSISTANT

*Join Us*

The Romsey School  
Greatbridge  
Romsey  
Hampshire  
SO51 8ZB

01794 512334  
[jobs@gatewaytrust.org](mailto:jobs@gatewaytrust.org)  
[www.romsey.hants.sch.uk](http://www.romsey.hants.sch.uk)

**#WEAREROMSEY**

# Key Information / Gateway Trust

We have one role available.

MIS Assistant.

## The Position

<b>Post Title:</b>	<b>MIS Assistant</b>
<b>Academy:</b>	<b>The Romsey School</b>
<b>Pay Range:</b>	<b>Grade C</b>
<b>Line Manager:</b>	<b>Headteacher's PA</b>
<b>Team:</b>	<b>Admin Team</b>
<b>Start Date:</b>	<b>1st September 2026</b>
<b>Closes:</b>	<b>9am 22<sup>nd</sup> June 2026</b>
<b>Final Interview:</b>	<b>TBC</b>
<b>School Visit</b>	<b>Contact HR to arrange</b>

## HR Administrator - Applications & Procedure

Hazel Hampton:	<a href="mailto:jobs@gatewaytrust.org">jobs@gatewaytrust.org</a>
	01794 517527



[www.gatewaymat.org](http://www.gatewaymat.org)

*'If you have the knowledge, let others light their candles in it' - Margaret Fuller.*

The Gateway Trust was established in 2019 and is a small multi academy trust consisting of two Secondary Schools, five Primary Schools and Gateway Central Services, including Little Sunlights nursery. It is a trust looking to grow and develop, focussed on making a difference to the unique communities that each school / setting serves.

As the trust grows and develops, opportunities to work across settings may become available. This particular post however is based at The Romsey School.

For your reassurance, whilst we enjoy the freedom of Academy status for our school settings, we tend not to deviate significantly from STPCD and Hampshire terms and conditions. We are always very happy to answer any further questions that you may have at any stage of your application to come and work with us.

The Gateway Trust is built on strong values, with a collaborative approach to positively impact young people and communities. While each of our schools maintains its unique identity, we work together to provide support, guidance, and leadership to ensure excellence

Gwennan Harrison-Jones  
CEO- Gateway Trust

# The Romsey School



Greatbridge, Romsey  
Hampshire  
SO51 8ZB  
Tel: 01794 512334  
Email: [jobs@gatewaytrust.org](mailto:jobs@gatewaytrust.org)



**11-16 Comprehensive School**

## **MIS Assistant**

**30 hours per week/40 weeks per year**  
**Hours worked 7am to 1.30pm (30-minute unpaid break)**  
**Term time + 1 week**

**Support Staff C Grade - £26,017 to £27,110 FTE per annum**  
**(Actual Salary £18,506.69 -£19,284.17)**  
**Permanent contract**  
**Required from 1<sup>st</sup> September 2026**

Are you highly organised, detail-focused, and confident working with data and systems? We are seeking a proactive and reliable MIS Assistant to join our Administration team at The Romsey School.

This is a key operational role supporting the smooth day-to-day running of the school. You will be responsible for coordinating staff cover, managing absence data, and supporting our Management Information System (Arbor), ensuring accuracy, efficiency, and clear communication across the school.

### **Key Responsibilities**

#### **Cover Coordination**

- Manage daily cover arrangements for planned and unplanned staff absence
- Allocate cover across the Cover Supervisor team efficiently
- Liaise with supply agencies to secure external cover where needed
- Maintain accurate cover records and produce monthly reports
- Support exam rooming and invigilation planning

#### **Absence & Data Administration**

- Record and maintain accurate staff absence data on the MIS
- Prepare daily operational updates, including cover and room changes
- Produce and update reports, including the Bradford absence report

### **Supply Staff Compliance & Induction**

- Ensure safeguarding and compliance checks are completed prior to deployment
- Process supply staff documentation and timesheets
- Provide a brief induction for supply staff on arrival

### **MIS & Arbor Support**

- Support timetable updates, room changes, and student records
- Assist with admissions, leavers, and census returns
- Carry out routine data checks and ensure system accuracy

### **About You**

We are looking for someone who:

- Has excellent organisational and administrative skills
- Is confident working with data and IT systems (experience of Arbor is desirable but not essential, as training will be provided)
- Can work calmly under pressure, particularly in a fast-paced morning environment
- Communicates clearly and professionally with staff and external agencies
- Demonstrates a strong attention to detail and commitment to accuracy

### **In Return, We Offer**

- Access to a comprehensive staff benefits programme, including the Cycle to Work scheme
- A strong focus on staff wellbeing, including a 24/7 Employee Assistance Programme, free flu vaccination, and eye care vouchers
- Opportunities to be fully involved in school life through initiatives such as:
  - Student leadership
  - Extracurricular sports clubs
  - Duke of Edinburgh Award
  - A wide range of trips and educational visits, including international opportunities (e.g. Kenya, Iceland, Spain, Paris, and ski trips to Austria)
- Discounted lunches from our excellent in-house kitchen
- Access to, and employee discount for, our on-site nursery – Little Sunlights
- Free on-site staff parking

### **Additional Information**

- First Aid training will be provided
- The role involves handling sensitive information, requiring discretion and confidentiality at all times

If you are looking for a varied, rewarding role at the heart of school operations, we would love to hear from you.

Please submit your application as soon as possible as we reserve the right to interview exceptional applicants before the closing date.

To apply, please see <https://mynewterm.com/jobs/137239/EDV-2026-RS-19278> to submit an application online.

The Gateway Trust is an equal opportunity employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

Closing date: 9am 22<sup>nd</sup> June 2026

Interviews: TBC

# Job Description – MIS Assistant

<b>Principal purposes:</b>	To coordinate and manage the school's daily staff cover arrangements and provide operational support to the school's Management Information System (Arbor). Working closely with the Headteacher's PA, the post holder ensures accurate recording of staff absence, effective deployment of cover staff, timely communication of daily operations, and the maintenance of accurate student and staff data to support the smooth running of the school.
<b>Department:</b>	The Administration Department
<b>Line Manager:</b>	Headteacher's PA
<b>Salary:</b>	Scale C
<b>Contract:</b>	40 weeks per year 30 hours per week worked over 5 days.
<b>Working hours:</b>	7:00am – 1:30pm (30-minute unpaid break)

## Key Responsibilities

### Cover Coordination

- Manage and coordinate cover arrangements for both planned and unplanned staff absence.
- Allocate cover appropriately across the Cover Supervisor team, ensuring effective and efficient deployment.
- Liaise with supply agencies to secure external cover where required.
- Ensure all cover arrangements comply with school policies, safeguarding requirements, and workforce agreements.
- Work with the Examinations Officer to organise rooming and Cover Supervisor invigilation for examinations (excluding external invigilators).
- Maintain detailed and accurate cover records, reporting to the Headteacher as required.
- Produce monthly reports on cover and staff absence.

### Absence and Data Administration

- Accurately record and maintain staff absence data on the school MIS.

- Update absence records daily and maintain accurate historical records.
- Produce and update the daily Bradford absence report.
- Issue daily operational updates to staff via email, including cover and room changes.

### **Supply Staff Compliance and Induction**

- Liaise with supply agencies to ensure all safeguarding and pre-employment checks are completed prior to deployment.
- Obtain, check, and forward compliance documentation (including DBS, ID, Right to Work, safeguarding training) to HR.
- Provide a short induction for supply staff, ensuring awareness of school procedures and expectations.
- Accurately process and submit weekly supply staff timesheets.

### **MIS and Arbor Support**

In liaison with the Headteacher's PA, develop a thorough working knowledge of Arbor in order to provide effective support and cover where required:

- Manage room changes and timetable amendments
- Support timetable creation and ongoing updates
- Maintain student records, including admissions and leavers
- Support the preparation and submission of the School Census
- Ensure pupil timetables are complete and printed ahead of the academic year
- Assist with routine data quality checks and system updates

### **Additional Duties**

- Act as a First Aider when required (training will be provided).
- Maintain confidentiality and handle sensitive information in line with data protection legislation and school policy.
- Undertake any additional duties reasonably required by the Headteacher that fall within the scope and grade of the role.

### **SAFEGUARDING**

The post holder has a responsibility to promote and safeguard the welfare of children and young people and to work in accordance with the school's safeguarding policies and procedures at all time

## School Teaching and Learning Ethos:

### **Our Mission**

Our lived experience of compassionate excellence means that we aspire, care and include. These values result in young people who are inspired, confident and fulfilled. Students leave our school ready to rise to the challenges of their future.

**We Aspire** - to inspire confidence, ambition and a desire to go further than others might think is possible.

**We Care** - to be able and willing to help, nurture and support both ourselves and each other.

**We Include** – to appreciate our similarities and differences leading to a feeling of belonging.

# THE ROMSEY SCHOOL SENIOR TEAM

## WHY WORK WITH US?

### **Annie Eagle (Headteacher)**

Thank you for having an interest in coming to work at The Romsey School. Romsey School is a very special place. It is a place which prides itself on aspiration, on its exceptional Student Support, superb Teaching & Learning and on the highly effective relationships that we have across our community. Our culture is based on mutual respect and members of our community strive to be the best we can be every day. [This link](#) will give you more details about our school values and our curriculum intentions.



As you will learn, our overarching vision is that we deliver “Compassionate Excellence” for all our students through the values of “Aspire, Care & Include”. We aim to ensure that our youngsters leave our school confident, inspired and fulfilled, ready to rise to the challenges of their future.

We hope that after reading this pack you will be excited about applying to become part of the continuing success that is The Romsey School. We are a great team, looking for likeminded people to join us. If you would welcome an initial discussion about this role and/or a tour of the school, please contact HR via [jobs@gatewaytrust.org](mailto:jobs@gatewaytrust.org)

### **Chris Cove (Deputy Headteacher)**

The Romsey School is a place that lives its Values; Aspire, Care & Include. The staff are incredibly supportive and strive to ensure that students are successful in all aspects of school life. They do this through creating a safe and engaging environment for students to learn whilst ensuring they develop both academically and personally both in and out of the classroom. The Senior Leadership Team are excellent at nurturing staff whilst driving the school forward with an aspiration to create a world class education for our students. I look forward to meeting you and welcoming you to The Romsey School in the near future.



### **Chris Stephens (Deputy Headteacher)**

Working at Romsey is incredibly rewarding because the school truly embodies a ‘High Challenge, Low Threat’ ethos, creating an environment where both staff and students can thrive. Our students are a joy to work with, they are enthusiastic, approachable, and eager to learn, which makes every day fulfilling. I also greatly value the strong culture of professional development here; the support I’ve received has enabled me to grow in my career and take on exciting new opportunities.



### **Alison Clarke (Assistant Headteacher – Pupil Premium & Personal Development)**

I love the shared excitement at Romsey, finding out what works, what makes students and staff motivated to achieve, and most importantly to be happy. Romsey is an inclusive school where teachers and support staff of all career stages are excited about the learning and outcomes in the classroom and beyond. We enjoy working in our school because members of the community are valued and nurtured, feeling a sense of belonging where they can work and grow in an inclusive and supportive environment.



### **David Fawcett (Assistant Headteacher – Teaching & Learning)**

Having worked in a number of schools around Hampshire, The Romsey School is a place where both student learning and staff development are front and centre of its drive towards being exceptional. The spirit around the campus is infectious with both students and adults hungry to learn and improve. The school has such a community feel. It is a place where students shine, and staff meticulously develop their craft, working in synergy to be the best they possibly can be. The Romsey School is special and unique, full of opportunities, full of talent, and a place where working with our strong leadership team can help move our school beyond what can be imagined.





**Donna Page (Assistant Headteacher - SEND, Diversity & Inclusion)**

If you are looking for a supportive team, amazing children and a lovely location - Romsey is the place for you. When I researched job opportunities and then interviewed, I was so excited by the vision of 'aspire, care, include' and I still am. It's not just 'lip-service' of a vision, it is what we do, what we believe and how we run our school.

**Adam Bettiss (Assistant Headteacher - Behaviour, Safeguarding and Attendance)**

Romsey is a school that is genuinely at the heart of the community it serves and not just in the physical sense. We Aspire, Care and Include in equal measure and the care shown by the student support team for our entire community (parents, pupils and staff) is second to none. It is this unrelenting desire by all staff to support each and every pupil to reach and exceed their potential that gets me through my lengthy commute each day.



**Nick Chafer (Senior Leader)**

I've been here for 27 years and the main reason why I love it so much? The people and the community. Working here is a joy and allows you to develop a whole spectrum of skills to really make a difference. As a school we have continually evolved, and we are all pushed to constantly ask ourselves if we could be doing things better. The Senior Leadership Team at Romsey is a creative and supportive one. We have a strong focus on empowering all colleagues to develop and evolve teaching and learning and we believe in improving, not proving. As a group we have challenging and also creative conversations, along with lots of laughs.



**Simon Lawrenson - Associate Assistant Headteacher**

Having been part of The Romsey School community for the past nine years, I feel incredibly proud to work in a place where students and staff are genuinely supported to grow and thrive. My role gives me the privilege of overseeing attendance, leading our Year 7 cohort, working closely with Upper School Progress Leaders, and championing our culture and diversity work. What inspires me most is the shared commitment across the school to creating an environment where every student feels valued, included, and motivated to succeed. Romsey is a special place—full of energy, ambition and heart—and it's a joy to contribute to a community where people truly belong.



*N.B. The current senior team's roles and responsibilities are available on request.*

## EXTRA APPLICATION INFORMATION

### **Safer Recruitment**

Gateway Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

### **Data Protection Data Protection Act 1998.**

You should be aware that the information you have provided will be stored on Gateway Trust/The Romsey School secure database and will only be used to process your application. It will not be passed to any other organisation.

### **Privacy Notice**

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the Schools website for further details on their privacy notice and data protection policy.

You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data.

### **Receipt of Application**

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the HR Department on [jobs@gatewaytrust.org](mailto:jobs@gatewaytrust.org)

### **Selection Procedure**

The shortlist will be drawn up soon after the deadline. Further details will be sent to those candidates called for interview. Failure to send your application form to the above address may invalidate your application.

### **Equality Monitoring**

All applicants are requested to complete a Confidential Equality monitoring form.

# The Romsey Charter

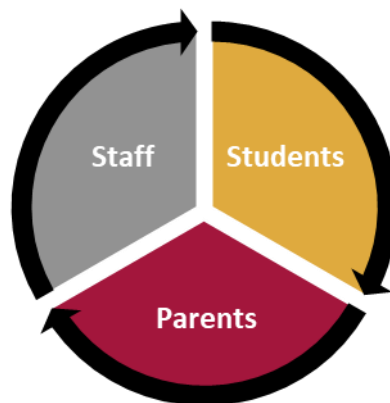
Our lived experience of '**Compassionate Excellence**' means that we **aspire**, **care**, and **include**. These values result in young people who are **inspired**, **confident**, and **fulfilled**. Students leave our school ready to rise to the challenges of their future.

## All members of our community have the RIGHT:

- To feel and be safe in their working environment
- To be treated fairly, with respect and without prejudice
- To have a voice, to be listened to and to be included
- To deliver and receive a high quality education
- To be encouraged to explore, develop and flourish
- To be able to make mistakes and to have the chance to learn from them
- To be able to ask for, receive and offer support

## All members of our community have the RESPONSIBILITY:

- To deliver our curriculum intentions for all learners
- To support students & guide them on how to improve
- To monitor pupils' wellbeing and to raise concerns
- To model standards and professionalism at all times
- To communicate respectfully with other staff, pupils & parents



- To meet the expectations for all Romsey Students
- To take care of our environment (local & global)
- To be honest and take responsibility for our actions
- To seek help and support from others as needed
- To communicate respectfully with other pupils, staff & parents

- To support their child in their learning, and the school in maintaining high standards
- To support and trust in the decisions made by the school staff
- To provide boundaries, model and encourage good behaviour
- To support their child in meeting the expectations for all Romsey Students
- To communicate respectfully with other parents, pupils & staff