

Data and MIS Administrator APPLICATION PACK



Deadline: 31st July 2026

Dear Colleague

Thank you for your interest in Edgar Wood Academy.

Edgar Wood Academy opened its doors in 2021 after being commissioned by the DfE to serve the community of Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do by adhering to our values of Resilience, Empathy, Responsibility and Respect.

We are proud to be part of Altus Education Partnership Trust and are driven to fulfil our mission and vision:

OUR MISSION

To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make positive differences to their communities and society.

OUR VISION

To create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough

Our staff are integral to realising this, and therefore it is my aim as headteacher to ensure that we work as a team, look after each other, and ensure that Edgar Wood is a fulfilling place to work. We are looking for staff who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

Should you decide to apply to Edgar Wood it is important that you know that this is the right place to take the next step in your career, and therefore visits to our academy prior to application are encouraged.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure that we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely

A handwritten signature in brown ink that reads "Paul Jones".

Paul Jones
Headteacher

Making Your Application

I hope that when you read this Application Pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application

- To apply, please visit our website and apply through **My New Term**.
- Our website: [Our Vacancies - Altus Education Partnership](#)
- Provide a supporting statement of no more than two sides of A4, addressing the criteria in the person specification.

If you would like to arrange an informal chat or a visit to the school, please contact recruitment@altusep.com.

Deadline

The deadline for the post is **Friday 31st July 2026** to arrive no later than 12.00 midday.

Interviews are expected to take place on **Tuesday 11th August 2026**.

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

Salary

School Support pay spine, 7 – 11. For term-time only plus 4 weeks, this is currently £25,152 - £26,808 per annum.

Start Date

September 2026

For an Application Pack

1. Visit www.altusep.com
2. Contact HR: recruitment@altusep.com
3. Telephone 01706 769836

Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

Background Information

Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome year 7 children from the areas of Middleton and Heywood in September 2021.

From September 2022, students at Edgar Wood Academy were the first to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Kingsway Park High School** is an Ofsted-rated Good school with a strong track record of providing students with an excellent education. The Academy recently benefitted from a new teaching block, which opened in late 2024.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

Role Description

Job Title:	Data and MIS Administrator
Reports to:	Associate Headteacher
Contract:	37 hours per week, Monday to Friday. Term-time plus 4 weeks.
Salary:	School Support pay spine, 7 – 11. For term-time only plus 4 weeks, this is currently £25,152 - £26,808 per annum.
Start Date:	ASAP

Overall Purpose of the Role

The Data and MIS Administrator plays a key role in ensuring the accuracy, integrity and effective management of the Academy's data and information systems. The postholder will be responsible for maintaining student, staff and curriculum records, supporting statutory reporting requirements, producing management information, and providing administrative support across a range of school systems.

The role requires excellent attention to detail, strong organisational skills and the ability to manage confidential information with discretion. The successful candidate will support colleagues in the effective use of Management Information Systems and contribute to the smooth and efficient operation of Academy processes.

Main Duties and Responsibilities

Management Information Systems and Data Management:

- Maintain accurate and up-to-date records within the Academy's Management Information System (MIS), ensuring compliance with statutory and Trust requirements.
- Manage student admissions, transfers, leavers and routine data updates.
- Ensure student, staff and curriculum data is accurate, complete and regularly validated.
- Support the maintenance of timetable, curriculum and academic year information within the MIS.
- Produce routine and ad hoc reports to support Academy leaders, departments and Trust colleagues.
- Assist in the preparation, validation and submission of statutory returns, including the School Census and Workforce Census.
- Support the production and distribution of student reports and other data-related communications.
- Import, export and manipulate data from a range of systems, ensuring accuracy and integrity at all times.
- Monitor and maintain data quality through regular audits and error checking.
- Support colleagues in the effective use of information management systems and provide first-line assistance where required.
- Maintain user accounts, permissions and access rights within systems as appropriate.

Academy Systems Administration

- Support the administration and maintenance of Academy systems, including Arbor and other platforms used for attendance, safeguarding, communication, finance and operational management.
- Assist in maintaining accurate attendance, pastoral and safeguarding records through relevant systems.

- Support data management activities across systems such as CPOMS, Every, ParentPay, IRIS and other Academy platforms as required.
- Liaise with internal and external stakeholders to resolve data and system-related queries.

Administrative Support

- Respond to enquiries from staff, students, parents/carers and external agencies in a professional and timely manner.
- Answer and transfer telephone calls, take messages and deal with routine enquiries.
- Provide reception and administrative cover as required, including during periods of staff absence.
- Support general administrative functions within the Academy as required.
- Assist the administration office during busy periods or to meet operational needs.
- Maintain accurate filing and record-keeping systems, both electronic and paper-based.

General Responsibilities

The postholder will:

- Contribute to the duty rota by providing support with student supervision during break and lunchtime periods as required.
- Maintain confidentiality and comply with Data Protection legislation, GDPR requirements and Trust policies at all times.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- Maintain an awareness of and comply with statutory safeguarding guidance and Academy procedures.
- Understand and comply with the Trust's Health and Safety Policy.
- Support and promote equality, diversity and inclusion.
- Participate in appraisal, supervision and professional development activities.
- Attend relevant meetings and training as required.
- Uphold and promote the vision, values and aims of the Academy.
- Model professional behaviours and contribute positively to the wider Academy community.
- Work collaboratively with colleagues across the Academy and Trust.
- Support the continuous improvement of administrative, data and information management processes.
- Carry out any other reasonable duties commensurate with the grade and responsibilities of the post, as directed by the Systems and Operations Manager or Associate Headteacher.

Other Requirements

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. An Enhanced DBS check will be required for the successful candidate.
- The Trust is committed to equality of opportunity and welcomes applications from all sections of the community.
- The successful candidate will be required to complete satisfactory pre-employment checks, including references, medical clearance, identity verification and right-to-work checks.
- Terms and conditions are outlined within the contract of employment.

Person Specification

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATIONS				
1.	GCSEs (or equivalent) in English and Maths at grade C or above.	Essential	✓	
2.	A relevant administrative qualification (e.g., NVQ Level 2 or 3 in Business Administration) or equivalent experience.	Essential	✓	
3.	First Aid and Administering Medication qualifications or willingness to undergo training.	Essential	✓	
4.	Training or experience in school management information systems (e.g. Arbor, SIMS or equivalent)	Essential	✓	✓
EXPERIENCE				
5.	Previous experience in a general administrative role, preferably within a school or educational environment.	Essential	✓	✓
6.	Experience maintaining accurate databases and records	Essential	✓	✓
7.	Experience producing reports and analysing data	Essential	✓	✓
8.	Experience of working with office equipment such as photocopiers, printers, and fax machines.	Essential	✓	✓
9.	Experience in handling telephone and face-to-face inquiries and providing customer service in a professional and efficient manner.	Essential	✓	✓
10.	Experience using computerised management information systems and Microsoft Office Suite (Word, Excel, Outlook, etc.).	Essential	✓	✓
11.	Experience handling confidential information with discretion and professionalism.	Essential	✓	✓
12.	Experience using systems such as Arbor, CPOMS, ParentPay, IRIS or equivalent educational platforms	Desirable	✓	✓
13.	Experience supporting statutory returns, including School Census or Workforce Census	Desirable	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
14.	Knowledge of first aid procedures and medical protocols in a school setting	Essential	✓	✓
15.	Excellent organisational and time-management skills with the ability to prioritise tasks and meet deadlines.	Essential	✓	✓
16.	Strong communication skills, both written and verbal, with the ability to communicate effectively with staff, students, parents, and external stakeholders.	Essential		✓

17.	Strong attention to detail with the ability to maintain accurate records and manage sensitive information confidentially.	Essential	✓	✓
18.	Knowledge of safeguarding policies and procedures within a school setting.	Essential	✓	✓
19.	Ability to work effectively as part of a team and independently, using initiative where required.	Essential	✓	✓
20.	Ability to adapt to changing circumstances and be flexible in meeting the needs of the school.	Essential	✓	✓
21.	Knowledge of data protection and confidentiality regulations in an educational context (e.g., GDPR).	Desirable		✓
22.	Knowledge of school policies relating to attendance, welfare, and safeguarding.	Desirable		✓
PERSONAL CHARACTERISTICS				
23.	A professional and welcoming attitude with a commitment to providing excellent customer service.	Essential		✓
24.	Discretion and integrity in handling confidential information.	Essential		✓
25.	Demonstrates a proactive approach to tasks and responsibilities.	Essential		✓
26.	A positive, “can-do” attitude with a willingness to learn and develop professionally.	Essential		✓
27.	Ability to remain calm and professional in high-pressure situations.	Essential		✓
28.	A flexible, adaptable approach to work, able to manage competing demands.	Essential		✓
29.	A commitment to promoting the vision, ethos, and values of the school.	Essential		✓

