

Job Description -MIS Support Officer

1. **Job Title:** MIS Support Officer (Maternity cover till 30 June 2026)
2. **Responsible to:** Head of Information Services
3. **Job Summary:** We seek an experienced MIS professional to take operational responsibility for the configuration and governance of iSAMS across Eastbourne College and St Andrew's Prep. This part-time role requires someone self-sufficient, measured in judgement, and able to shape the effective use of iSAMS across both schools.
4. **Key Responsibilities:**
 - Act as the senior point of contact for all iSAMS and data-management matters.
 - Lead the configuration, optimisation, and rollout of iSAMS modules and new functionality.
 - Oversee user access, permissions, and system governance.
 - Manage and quality-assure key data processes including school reporting, academic timetabling support, admissions workflows, rollovers, and statutory returns.
 - Manage the schedule of school reports.
 - Provide clear guidance on best practice and support colleagues in making effective use of the system.
 - Work with senior leaders to ensure the MIS supports operational and strategic needs.
5. **Safeguarding duties**
 - The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
 - The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
 - In this particular post, there is unlikely to be a large amount of contact with pupils but there are connected responsibilities, including site security, sensitive handling of data, and professionalism. However, the responsibility remains to be aware of safeguarding procedures and occasional need to operate safely with pupils and in adherence to the policy and code of conduct.
 - If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.
6. **Desirable Skills and Experience**
 - Substantial hands-on experience with iSAMS (preferred) or a comparable MIS, with at least one year in a configuration or systems-administration role.
 - Strong understanding of MIS configuration, data structures, and permissions.
 - High level of accuracy, discretion, and attention to detail.
 - Confident communication skills and the ability to advise colleagues at all levels.
 - Comfortable working independently and managing a defined portfolio of responsibilities.

7. Terms and Conditions:

Hours of Work: 20 hours per week (4 hours per day, Monday to Friday), term time only in line with Eastbourne College term dates, plus 3 additional weeks during the summer (one of which may be completed remotely).

Working Pattern: Flexible hours and hybrid working available

Contract: Fixed-term maternity cover until 30 June 2026, with the possibility of extension or becoming permanent should the substantive post-holder not return

Salary: £15,950 pa for 20 hours weekly term time plus 3 weeks (£20 hourly).

Pension: After three months' service you may be automatically enrolled into the Eastbourne Charity WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt into the pension scheme. The Charity will contribute 5% of your gross salary and you must also contribute 3%. You may choose to opt out of the pension scheme.

Holiday: You will be entitled to 28 days annual holiday pro rata to be taken during Charity holidays. Pay for this is included in the salary.

8. Application process:

To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the 'Apply Now' button to complete the required application form.

A letter of application and an up-to-date CV may be uploaded with this online application form.

Closing Date: **Monday 08 December 2025**

For further information, please contact HR by email: hr@eastbourne-college.co.uk or tel: 01323 452288.

9. Safeguarding Statement

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.