

JD – SET MIS Administrator (Systems)

Hours / Week:	20 Hours / 39 weeks per year (Term time + INSET) – worked across 5 or 4 days (office based)
Grade	H4
Contract	Fixed Term 12 months with possibility of becoming permanent
Responsible to:	Director of Operations and Business Support

Job Purpose

To provide high-quality administrative and systems support across the Trust, ensuring employee and organisational data is accurate, complete and maintained across multiple information systems. The postholder will be responsible for monitoring, maintaining and reconciling employee and organisational records held within Trust systems, including Bromcom and SAM People, ensuring data consistency and data integrity in accordance with Trust frameworks and processes. The role will support schools and central teams through proactive system monitoring, reporting, data validation and administrative support, enabling leaders to access accurate workforce information for operational and strategic decision-making.

Key Areas of Responsibility

Systems Administration

- Maintain accurate employee and organisational records across Trust information systems, including Bromcom and SAM People.
- Undertake regular data audits and reconciliations to identify discrepancies, omissions and inaccuracies between systems.
- Process routine data updates relating to employee records, contracts, positions, working patterns, organisational structures and other workforce information.
- Produce exception reports to identify missing, incomplete or conflicting data and take appropriate corrective action.
- Monitor data quality standards and ensure information is maintained in accordance with Trust procedures.
- Support the implementation of new functionality, modules and system developments as required.

Data Quality and Compliance

- Conduct regular quality assurance checks to maintain the accuracy and integrity of employee data.
- Ensure employee records are updated in a timely manner following approved HR processes and organisational changes.
- Maintain appropriate audit trails and records of data amendments.
- Support compliance with GDPR and Trust data protection requirements when processing employee information.

- Escalate significant data discrepancies or system issues to the appropriate manager.

Reporting and Analysis

- Generate routine and ad hoc reports from Trust systems
- Analyse data outputs to identify trends, anomalies and areas requiring further investigation.
- Develop and maintain spreadsheets and tracking tools to support data management activities.
- Produce regular reports for Operations/HR, school leaders and relevant central teams.
- Support workforce reporting requirements across the Trust.

Stakeholders Support

- Provide guidance and support to school-based staff in relation to maintaining accurate employee data within agreed systems and processes.
- Liaise with Operations, HR, Payroll and school administration teams to ensure information is consistent across systems.
- Respond to queries relating to workforce data and system records.
- Promote consistent data management practices across the Trust

General Responsibilities

- Maintain confidentiality at all times when handling personal and sensitive information.
- Participate in relevant training and professional development activities.
- Contribute positively to the work of the Central Team.
- Undertake other duties commensurate with the grade and nature of the post.

Person Specification

Essential Knowledge and Experience

- Experience of working in an administrative, data administration or systems administration role.
- Experience of maintaining electronic records and databases.
- Experience of working with large volumes of data requiring a high degree of accuracy.
- Excellent Microsoft Excel skills, including filtering, sorting, formulas and data validation.
- Strong attention to detail and ability to identify errors and inconsistencies.
- Ability to manage competing priorities and meet deadlines.
- Strong organisational skills.
- Experience handling confidential and sensitive information.
- Excellent written and verbal communication skills.

Desirable Knowledge and Experience

- Experience of working within education, academies or multi-academy trusts.
- Experience of MIS systems
- Experience producing management information reports and data analysis.
- Understanding of GDPR and data protection requirements.

Personal Attributes

The successful candidate will:

- Have experience of working in an office environment.
- Be highly organised and methodical.
- Have exceptional attention to detail.
- Enjoy working with systems, processes and data.
- Be able to work independently and use initiative.
- Take pride in producing accurate work.
- Be a strong problem-solver.
- Be approachable and able to build effective working relationships.
- Be able to maintain confidentiality, demonstrate discretion and professionalism when handling sensitive information.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Trust Leadership Team to reflect or anticipate changes in the post which are commensurate with the salary and job title.