Job Description

Job Title: MIS Officer

Location: Esteem MAT Central Team

Registered Office
Suite 43 Pure Offices, Lake View Drive, Annesley, Nottingham NG15 0DT

Telephone: 01623 859749
Email: info@esteemmat.co.uk
Website: www.esteemmat.co.uk

Job Description

Job Title	MIS Officer
Location:	Hybrid working with travel to school sites across the East and West Midlands. Occasionally you will be required to travel to Esteem MAT Central Team Offices.
Hours per week:	37 hours per week
Contract type:	Permanent
Weeks worked per year:	All year round – 52 weeks per year (Part time/term time only could be considered for the right candidate)
Reporting to:	Data Manager
Salary Scale:	Support Pay Scale: Grade 11 (Point 24 – 27) – (£39,865 - £43,270 FTE)

Main purpose of Role

The post-holder will lead on the configuration, management, and development of the trust's Arbor MIS system, ensuring it meets operational and statutory requirements while supporting schools with their data and reporting needs. They will provide proactive technical support and act as the central point of contact for MIS related queries.

A key aspect of the role is to deliver training and guidance to staff at all levels, producing user resources to promote effective system use. The post-holder will also take responsibility for data accuracy, security, and compliance, collaborating with colleagues to improve data quality and consistency, and supporting statutory returns and ad-hoc reporting.

Overall, the role is pivotal in enabling the trust to harness MIS functionality to drive efficiency, compliance, and informed decision-making across all schools.

Principal Accountabilities:

Main Duties	The post-holder will demonstrate essential professional characteristics, and take a major role in: System Management • Lead on configuration and ongoing management of Arbor MIS and data collection across all schools within the trust. • Ensure the MIS meets the operational needs of the trust, including compliance with statutory requirements. • Oversee system updates, data migrations, and integrations with other software platforms. • Monitor system performance, troubleshoot issues, and liaise with Arbor support to resolve problems promptly.

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	• Collaborate with academies to support the operational implementation of trust wide data initiatives across schools. **Training and Support** • Provide guidance, training, and support to school staff on effective use of Arbor, tailored to different user levels. • Develop and maintain user manuals, training materials, and guides. • Act as the primary point of contact for MIS related queries across the trust. **Data Management and Reporting** • Ensure data accuracy, security, and compliance with GDPR and other relevant regulations. • Lead on data collection. • Collaborate with the Trust Data Manager and schools to improve data quality and consistency. • Support staff in completing statutory returns, such as the school census, ensuring timely submission. • Collect, records, and analyse data as required by the trust, eg assessment, behaviour, and achievement data. • Support with ad-hoc data reporting requests. **Additional Duties** • Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.
Other General Requirements	• Represent and promote the ethos and values of Esteem Multi-Academy Trust. • To take and be accountable for all decisions made within the parameters of the job description. • Participate with performance management and training and activities that contribute to personal and professional development. • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. • Provide a high standard of customer service in all dealings internal and external to the MAT.

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students.   We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

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Person Specification

Criteria	Essential	Desirable
Qualifications	• Full UK Driving Licence • Own car with business insurance • GCSE (or equivalent) Maths and English •	• Degree or equivalent qualification in a relevant subject (eg information systems, data analysis) or equivalent experience.
Experience	• Experience of using MIS systems. • Experience of using Microsoft Office suite. • Experience of working successfully as a member of a team and across teams to resolve issues. • Experience of working with a range of stakeholders, including senior leaders, school staff, MIS providers, and external agencies.	• Significant experience of leading and managing MIS projects in an educational setting, preferably involving Arbor MIS. • Extensive experience of working with educational data, including assessment, attendance, behaviour, and census data. • Experience working in the SEND/AP sector.
Knowledge	• Strong knowledge of Microsoft Excel. • Knowledge of education based data.	• Excellent knowledge of the Arbor system functionality, configuration, and integration. • Experience with using Microsoft Power BI.
Abilities	• Ability to deal with confidential and sensitive information and applying data protection and data sensitivity at all times. • High attention to detail and a proactive approach to problem solving.	• Work in a flexible manner and effectively manage and prioritise tasks.
Personal	• Effective, confident communicator with good interpersonal and customer service skills. • Excellent relationship building skills, with confidence in leading peer networks and facilitating collaboration.	

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Signed:

Date: