

# Job Description and Person Specification

## Management Information Systems (MIS)

### Officer - Maternity Cover



## Introduction from the Executive Principal

Welcome to Longley Park Sixth Form Academy,

Thank you for considering joining our Longley Park Sixth Form Academy team within Brigantia Learning Trust and applying for the role of MIS (Management Information Systems) Officer. As a Sixth Form, we are all about providing an amazing place for 16–19 year-olds to study and this role provides an opportunity to work with people who share your passion and will provide you with the opportunity to develop new skills and contribute to an ambitious, caring and vibrant community.

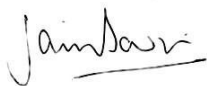
I am excited to be able to offer this opportunity to join our team at Longley Park Sixth Form Academy. You will be joining a team of staff dedicated to improving the life chances of young people by providing the best environment in which they can flourish academically and personally.

Longley Park Sixth Form Academy is situated in the North East of Sheffield. We draw from a diverse community around us. Sheffield is an emerging powerhouse city of the north. Staff and students model and celebrate our diversity very well. Students from a wide range of cultures behave well, work diligently together and respect the views of others.

Our community of 1,050 students study a wide range of courses from ESOL to Level 3 Applied Generals and A Levels. Our students go on to some excellent destinations. In 2024, Ofsted rated the Sixth Form as 'good' stating Longley Park Sixth Form Academy "are aspirational for their students, many of whom come from disadvantaged backgrounds and have low prior attainment, to achieve well at the academy. Staff skilfully equip students with the academic and life skills needed to be successful."

Core to our values are inclusivity and robust support in a culture of care. We are passionate about making sure that students who would not otherwise have access to academic and vocational courses can study and be successful. At Longley Park Sixth Form, we strive to be a diverse and inclusive organisation where we can all be ourselves. We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background and/or from people experienced in working in communities of diversity.

Our expectations are high and we are committed to staff development and providing opportunities to further your career, both at the Sixth Form and within the Trust. If you want a role that will be challenging, fulfilling and developmental, this could be it.



Jamie Davies  
Executive Principal

For more information or a confidential conversation about the role, please contact Matthew Fieldsend on [MFieldsend@brigantiatrust.net](mailto:MFieldsend@brigantiatrust.net).

**Longley Park Sixth Form**

## Vision and Strategic Objectives

### Our Vision

Challenging all students to make more progress than they ever thought themselves capable.

### Our Strategic Objectives

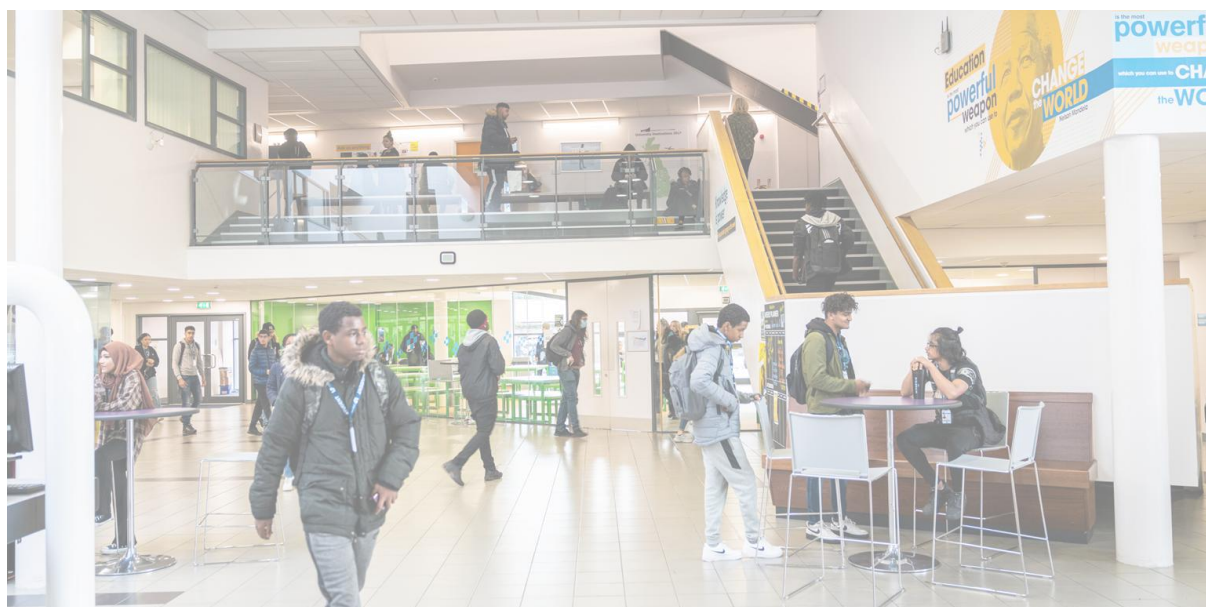
1. Ensure excellent outcomes by delivering an exceptional teaching experience – a community of learning and professional development
2. Provide robust support for students within a culture of care, so they feel safe, can achieve and are prepared for their next steps
3. Sustain student recruitment by providing an engaging and efficient provision that meets the aspirational needs of the local community and beyond

Through all of this, ensure staff and student wellbeing.

Longley Park Sixth Form is an exciting mix of ideas, beliefs, cultures and languages - a place where young people are able to develop confidence in themselves, aspire and achieve.

At Longley Park we recognise the importance of choice and believe that a student's study programme should be designed around their abilities and aspirations. We are committed to providing a well-balanced and challenging curriculum for all students, both inside and outside of the classroom. We have courses for students joining us from a variety of different starting points.

From excellent academic support to a wide range of work experience and enrichment opportunities, there are so many ways for young people to develop thier character and skills with Longley Park Sixth Form.



## Welcome to the Brigantia Learning Trust

An inclusive multiphase journey at the heart of our community

Across the Trust, we pride ourselves on our close-knit community, where we value every pupil and student as an individual, enabling us to drive their ambition, inspire their passions and teach innovatively and passionately, creating leaders within a rapidly changing world. We also know that the bedrock of any academy is the quality and stability of the staff team. We care about staff wellbeing and are committed to attracting, developing, retaining and promoting them within our Trust.

Our core vision is to change life chances and secure social mobility and justice for young people in our community through a culture of care. We are dedicated to Creating Excellence Together and these words have been carefully chosen to reflect our commitment to continuous improvement and working together in partnership.

We create opportunities and enrichment within and beyond the classroom, so that every pupil and student is provided with a platform from which to succeed. We achieve this through:

- A strong and shared moral purpose that underpins our work
- A vision that is coherent and a logical step for education in the area.
- Effectiveness rooted in an understanding of the complex local context.
- Leadership that is immensely strong, ambitious and committed.
- A clear operating model for partnership that focuses upon school improvement.
- A proven track record of success including the transformation of vulnerable schools.
- Immense staff capacity and expertise to drive improvement.



**Mike Westerdale**  
Chief Executive Officer

Within the Trust, our academies have continued to grow as centres of excellence; drawing upon a collective pool of expertise and resource. Our staff and Trustees work collaboratively to deliver the very best in traditional education with a forward-thinking approach, ensuring that every child and young adult in our care is prepared and well-equipped for the demands of a global and everchanging society.

As pioneers of 2-19 education within Sheffield, we believe our offer truly sets us apart. Through orchestrated efficiency, development and innovation, every child and young adult benefits from a truly unique and bespoke approach to education at Brigantia Learning Trust. From their passions and personalities to their learning styles and ambitions, everything is taken into account to ensure a smooth and seamless transition throughout all the phases of their academy life and beyond.

Our strong leadership teams are ambitious and dedicated to driving improvement and securing the very best outcomes in each of our academies, through a commitment to excellence and unwavering values.

As we continue to improve, grow and develop we are motivated to find the right talent for our academies and our young people. This is an exciting opportunity within our organisation and we invite you to be part of creating an engine of community cohesion, aspiration, achievement, success and social mobility for every young person we serve.

**Mike Westerdale**, CEO Brigantia Learning Trust.

## MIS Officer job description

| Employment details   |                    |
|----------------------|--------------------|
| <b>Job title</b>     | MIS Officer        |
| <b>Reports to</b>    | Operations Manager |
| <b>Hours of work</b> | 37 per week        |
| <b>Salary</b>        | Grade 6 SCP 21-26  |

### General duties

- Under the direction of the Operations Manager, take responsibility for data collection, validation and preparation of the Individual Learner Record (ILR) for statutory submissions in line with funding guidance
- Development and management of transferring College processes to Arbor Workflow, including trips and visits, and technical maintenance of all processes developed on Arbor
- Frequently use of DSAT/FIS tools to ensure the quality of data and audit compliance against funding guidance
- Ensure 19+ student funding is accurate and recorded
- Ensure student oversees checks are completed
- Work with Curriculum Leaders to develop College timetables and managing the creation of timetables using Edval and Arbor, and manage allocation of rooms and other resources as required
- Support the effective and efficient running of the application system with the Admissions Officer
- Manage all amendments to student records in relation to course changes, registers and withdrawals and ensure they are recorded
- Manage the Arbor registration system to monitor compliance of all staff with regard to marking of registers in a timely and accurate manner
- Manage and develop the process for the generation of all staff and student ID cards, including liaison with suppliers of hardware, software and consumables
- Ensuring programming and compatibility of all ID cards to access security and printing systems

- Manage student records with regard to withdrawn students and recording of destinations for students leaving early
- Capture destination outcomes for all students to enable analysis on progression of students
- Manage the process for student progression and liaise with key staff so all continuing students have an identified study programme
- Assist the Admissions Officer with student application data, in particular data checks on ULN references from the LRS and PLR data
- Be a key player in the enrolment process for students, and assist the Exams Manager with data checks on prior attainment and condition of funding for English and Maths
- Provide MIS support for students, staff, parents and outside agencies, and respond to routine and ad-hoc requests for information
- Under the direction of the Exams Manager assist in capturing exams related data, downloading information from awarding bodies, providing reports on exam entries, timetables and results and assisting with the delivery of exams at peak times, including invigilation and exam room management
- Maintain documentation for existing systems and procedures and create new documentation where necessary
- Provide support, advice and training for staff, in-particular at enrolment and in the use of Arbor and reporting systems
- Be point of contact for queries regarding student data (employment references, government agencies) and ensure all data shared is compliant with data protection legislation.

Brigantia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expects all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check

## MIS Officer person specification

| Qualifications and training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                              |
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| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Desirable                                                                                                    |
| <ul style="list-style-type: none"> <li>• GCSE English and Maths (Achieved at L2)</li> <li>• IT qualification (minimum L3)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Knowledge and experience of education based data systems</li> </ul> |
| Skills and experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                              |
| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Desirable                                                                                                    |
| <ul style="list-style-type: none"> <li>• The ability to prioritise workload and meet strict deadlines, often under pressure</li> <li>• Excellent organisation skills</li> <li>• Effective oral and written communication skills</li> <li>• Good presentational skills</li> <li>• The ability to establish and maintain effective relationships with students, parents, employees and other agencies</li> <li>• Analyse procedures and make improvements</li> <li>• Accept responsibility for tasks and work with minimum supervision</li> <li>• Use report writing applications with confidence</li> <li>• Well-developed interpersonal skills towards students, parents and members of the community</li> <li>• The ability to work well within a team committed to the effective running of the school's administration department</li> <li>• Good IT skills</li> </ul> |                                                                                                              |

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| <ul style="list-style-type: none"> <li>• Rapid and accurate data capture using standard and bespoke screens</li> <li>• Validation of data against technical guidance</li> <li>• Experience of administration procedures</li> <li>• Training and supporting end users of software, to include managers, cross college staff, teachers, students and parents/carers</li> <li>• Evidence of project and process management skills including time management and resourcing</li> <li>• Willingness to use IT systems new to them and relate</li> <li>• Confident in the use of commercial software packages</li> <li>• The ability to extract meaningful data in useful formats for different audiences from databases and other sources of information</li> <li>• Maintain and document all procedures they have responsibility to ensure standards of service</li> <li>• Willingness to use IT systems new to them and relate benefits to practice</li> <li>• Conducting assessments, keeping records and producing reports on students.</li> </ul> |                  |
| <b>Knowledge</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                  |
| <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Desirable</b> |
| <ul style="list-style-type: none"> <li>• Extensive knowledge of MS Office, particularly Excel and Access, and the transfer of data between different software</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |

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| <ul style="list-style-type: none"> <li>• Information and data requirements within an educational setting</li> <li>• Information and data requirements within an educational setting</li> <li>• Educational processes and procedures</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Personal traits</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>The successful candidate will be</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"> <li>• Committed to producing reliable and accurate data to best serve the audience of the data</li> <li>• Prepared to learn and develop new skills</li> <li>• Prepared to take on new challenges</li> <li>• An excellent communicator, verbally and in writing.</li> <li>• Organised.</li> <li>• An excellent time manager.</li> <li>• Hardworking, with high expectations of themselves and their professional standards.</li> <li>• Able to work both independently and as part of a team.</li> <li>• Able to maintain successful working relationships with other colleagues.</li> <li>• Driven and energetic.</li> </ul> |  |
| <b>Additional requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>The successful candidate will have</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"> <li>• An enhanced DBS certificate and barred list check.</li> <li>• Evidence for their previous work experience.</li> <li>• References.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |