

MIS Facilitator

Salary: £24,000 - £27,000

Terms: 37 hours per week

Annual leave: 25 days

Closing date: Thursday 12 February 2009

Introduction

Thank you for your interest in the RSA Academy and the post of LRC Assistant. Below are further details about the Academy and brief information about the role and the recruitment process and what to expect. The RSA Academy is committed to recruiting the highest calibre of staff to all areas – teaching, administration and support.

On initial enquiry you should receive by return the following information electronically:

- Academy recruitment briefing sheet
- Academy Application Form
- Job Description for the role you are applying

The Academy

The RSA Academy is now open with 1100 11 – 19 students. The vision for the Academy is far reaching and innovative with the RSA Opening Minds competency curriculum at the heart of our approach. The RSA Academy is an independent school sponsored by the Royal Society of Arts, Manufactures and Commerce (RSA), who are charitable organisation with a long standing involvement in education. Further information about the Academy can be found at www.rsaacademy.org where you can also download the prospectus.

The Aim of the Academy

The aim of the Academy is to encourage educational achievement and develop practical real-world skills in all students, regardless of background. Each Academy is unique, but all of them will aim to meet the needs of their communities and their circumstances. Tipton is a focus for major social and economic regeneration (much of it channelled through the Black Country Challenge) and we hope that the RSA Academy will be able to play a major role in reviving the local area.

The Academy MIS

The Academy currently operates the Facility CMIS MIS. We have many bespoke aspects to the system as part of our integrated management solution. These include Facility Admin, E-Portal, Scheduler, Mark book and Assessment Tracker modules.

For further information regarding the MIS systems in use in the RSA Academy contact the Academy Network Manager Tim Morton via telephone on the main reception number or via e-mail: morton.t@rsaacademy.org

The person we are looking for

You will have:

- Relevant ICT skills, knowledge and up-to-date qualifications
- Relevant MIS training / qualifications
- Relevant database skills, preferably experience with SQL Server.
- Excellent interpersonal skills with students, staff and external bodies
- Willingness to undertake all professional training necessary to carry out the above duties.

Additionally, you should have the following qualities:

- Commitment to promote and support the vision, values and ethos of the Academy
- Knowledge and understanding of what constitutes high quality and how to secure it within the Academy
- Possess drive, enthusiasm, determination and boundless energy to improve the life chances, opportunities and experiences of students

Recruitment process and how to apply

The recruitment application process will always involve the completion of our Academy application form but other stages of the recruitment process may differ depending on the post you are applying for. Further details will be provided to candidates after the initial short listing has been completed.

All the positions at the Academy are offered subject to two reference checks, an employment check and Enhanced CRB Clearance.

Please complete the application form and the equal opportunities form. Completed forms should then be emailed to Massey.j@rsaacademy.org by the closing date. Please clearly state the post you are applying for.

Closing date

Completed forms must be received by 5pm on Thursday 12 February 2009.

Job Description – Academy MIS Facilitator

Post Title	Academy MIS and Resource Facilitator
Reporting to	Network Manager
Responsibility Level	
Job Purpose	- To embody the values, vision and ethos of the RSA Academy and assist the Principal in delivering policy which will ensure high quality and successful outcomes - To support the collaborative work across each School/House within the Academy and within the Academy stakeholder network - To ensure the efficient operation of the Academy's MIS System in conjunction with the Academy's network support team. - Maintain and further develop the interface between all MIS functions, users, services and infrastructure
Main Duties	- Support the Network Manager to ensure the academy is fully operational with appropriate and robust MIS based operation, training and development of staff in existing and new technologies and ensuring that the system is capable of future expansion and development - Plan and implement the future development of the MIS in conjunction with the Director of ICT and Network Manager - Ensure that all staff have continuous access to high quality MIS systems to support their work - To support the Network Manager in ensuring that parents are able to access relevant information remotely and interact with the Academy through the MIS connection. - Maintain and develop the overall structure of the MIS in conjunction with the Network Manager and ensure that it meets all current and future requirements of Academy Stakeholders. - To create and support the production of teaching and learning resources, including but not limited to: Power Point, Flash and other web based technologies. - To support the Network Support Team in managing the Academy VLE. - To carry out any other reasonable duties as directed by the Principal.
Specific Duties	Ensure all staff are trained in the use of particular modules of the MIS where appropriate.

	• In conjunction with the Network Manager, ensure that the MIS systems are fully functional and deliver to an exceptional level, liaising with product developers and the Director of ICT. • Ensure that staff responsible for timetabling can facilitate the options process both at the end of Key Stage 3 and 4. Ensuring this process is fully managed by the MIS. • Ensure that staff responsible for planning the timetable can accurately reflect their curriculum plan in the MIS and it is fully integrates with the lesson by lesson registration process. • Manage and update the Academy Assessment Tracking and Mark book systems. • Ensure that statutory returns to the DCSF are accurate, complete and returned in line with national policy. • Ensure that staff responsible for Examinations are fully supported and able to integrate and interrogate data within the MIS. • Ensure that staff responsible for planning the timetable can accurately reflect their curriculum plan in the MIS and it is fully integrates with the lesson by lesson registration process.
Required Qualities of the Post Holder	• Commitment to promote and support the vision, values and ethos of the Academy • Knowledge and understanding of what constitutes high quality and how to secure it within the Academy • Possess drive, enthusiasm, determination and boundless energy to improve the life chances, opportunities and experiences of students • Have experience of training individuals and groups both formally and informally.
Qualifications and Key Skills	• Relevant ICT skills, knowledge and up-to-date qualifications • Relevant MIS training / qualifications • Relevant database skills, preferably experience with SQL Server. • Be the resident expert for the MIS system • Excellent interpersonal skills with students, staff and external bodies • Willingness to undertake all professional training necessary to carry out the above duties.

The **RSA** Academy – *Transforming Learning, Transforming Lives*