



MIS Officer
(Fixed term, six months)

Job Description



WELCOME



Thank you for considering the role of MIS Officer at North London Collegiate School.

North London Collegiate School was founded in 1850 by Frances Mary Buss, a pioneer in girls' education, and was the first girls' school in the UK to offer girls the same educational opportunities as their male counterparts. We aim to nurture and develop independently minded young women who have the drive to take advantage of the most of any opportunity they encounter and the desire to make a positive difference in the world.

As the Good Schools Guide 2020 says, "If you're looking for an unashamedly ambitious and academic school, look no further".

We are proud of our reputation as one of the top academic schools in the country, consistently achieving excellent results and with an impressive record of our students securing places at Oxbridge, Ivy League and other top universities. However, examination success is only part of the picture. As I explained in a keynote speech at the national Girls Schools Association conference entitled "Keeping Scholarship at the Heart of Education", at NLCS we often say our girls are not students of history or computer science, but they are historians and computer scientists, such is their passion for their subjects.

Thank you for your interest in this post. I look forward to meeting you in the future.

Best wishes

Sarah Clark, Headmistress

The School

Founded in 1850 and occupying an estate dating back to the 18th century, North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra curricular achievement. North London Collegiate is an academically selective school with around 780 students in the Senior School and over 300 pupils from the age of 4 in the First and Junior Schools. The School aims to provide an ambitious education for all its students through our established values of academic endeavour, excellence, pastoral care and international mindedness.

Examination results are outstanding, regularly placing the School in the top ten in The Times and The Telegraph League tables. In 2019, 89% of GCSE results were awarded grades 9/8, placing NLCS as the top performing school in the country. In addition to A levels, we offer the International Baccalaureate in the Sixth Form and have had an outstanding record of success. Our students gain an average point score of 40 or more, placing us as one of the highest-achieving IB schools in the world. Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of University destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial. We are extremely proud of our Alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and the law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as FI in schools, chess, Young Enterprise, coding and debating. There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the school.

Following the opening of three partnership schools, NLCS Jeju (South Korea), NLCS Dubai, and NLCS Singapore, staff in the UK have opportunities to be involved in monitoring visits to these overseas schools, and to be involved in the recruitment and training of their staff. Teaching departments in all the schools are linked via Communities of Practice, which provide a forum for collaboration on projects between teachers and students, sharing of good practice and exchange of ideas.





The Role

The role of the MIS Officer is to ensure the effective functioning, integration and development of the School's ICT enterprise applications as well as undertaking general tasks to promote the effective and creative use of ICT across the curriculum and administration of the School.

As the MIS Officer you will be responsible for supporting the School MIS system, SchoolBase. You will play a lead role in the full integration of SchoolBase with many other enterprise applications.

This is a crucial role, and you will be required to proactively identify opportunities to continuously improve all aspects of School operations, working in partnership with the IT Services Director and the wider team to achieve this.

You will play a pivotal role in the development and effectiveness of the School's management information systems and online services for learners. You will have extensive experience of MIS requirements including detailed working knowledge of School based MIS systems, business systems analysis and implementation.

Reporting to: IT Services Director

Hours of work: Fixed Term Contract (Six Months) 35 hours per week, working all year, with 41 days holiday (incl Bank holidays, pro rata) 08.00am – 16.00pm with 1 hour lunch break

Starting salary circa £30k - £34k per annum, depending on qualifications and experience (Pro rata, based on fixed term contract)

Professional Opportunities and Development

There is a strong culture of professional development at the School, rooted in the expectation that all staff proactively seek to develop their practice throughout their time with us. Internal promotion and professional development posts are advertised to all staff. In addition, the School also offers a number of generous external opportunities for staff, to expose them to wider educational experiences.

KEY RESPONSABILITIES

Application Support

- Responsible for the schools management information systems, SchoolBase, also Virtual Learning Environment (Firefly), Trips (Evolve), Sports events (SOCS), Fundraising (Raisers Edge), Library, and more.
- Responsible for the Integration of the enterprise applications into the schools MIS
- Responsible for the development of the schools MIS, project planning through to delivery
- Understanding and participate in the management and operation of FreshService Helpdesk and incident management system
- Responsible for the efficient and effective management of the schools data, including student personal and academic data, student tracking and reporting
- Application deployment and upgrades on Windows, Apple, and Google devices, including Microsoft Surface devices
- Promoting new software developments or applications to improve existing practices
- Supporting the development of ICT integration within the library, including both teaching and administration services
- Assist staff in using the reporting system and helping with proofs and printing the reports

Systems, Services Support

- Implementation of support models and processes based on industry standards such as FITS and ITIL, including change and release management.
- Responsible for monitoring the use of software and ensure all software is licensed and supported sufficiently
- Helping teaching and administrative staff with technical problems or developing ICT skills through training and support
- Promoting the efficient use of ICT through good practice and in liaison with the ICT teachers
- Maintain a broad knowledge of technology, equipment, and/or systems and services
- Liaise with third party suppliers in relation to fault diagnosis and rectification of ICT systems
- Work with suppliers and contractors who offer support or delivery of ICT systems

Continuity, Maintenance and Security

- Responsible for producing up to date documentation of all systems, services and operating environments
- Be responsible for Information security management
- Plan and implement system security policies, to include file permissions, and user accounts
- Understand the nature of inventory design for the purposes of security and insurance





Person Specification

	Essential criteria	Desirable criteria	Measured by
Education & Qualifications	Well educated – to at least 'A' level standard or equivalent with GCSE/'O' level English & Maths at grade C or above		Application
Skills & abilities	- A good understanding of the impact of the availability and quality of IT Services and support on the achievement of the School's objectives - An ability to take a long-term operational view and develop successful strategies for action through effective planning, review, and administration - Ability to effectively and efficiently organise time and resources to complete work accurately, thoroughly, and on time, detailing deliverables and tasks accordingly - Aptitude to analyse and adjust work processes to accommodate changes in work requirement		Application interview
Experience and knowledge	- Schools based learning and library systems in a networked environment - Schools management information systems, including SchoolBase and Firefly - FreshService or other Helpdesk ticket management system - Web technologies and services - Current best practice, products, statutory, and regulatory requirements, including General Data Protection, and Freedom of Information	• Knowledge of networking Windows and Apple Mac desktop systems, and software • Knowledge of Active Directory (AD) services, Azure, Microsoft 365 inc Teams • Knowledge of a wide range of mobile technology devices and services, including the implementation, integration, and support of such modern technology • Maintaining unified photocopying and print management services, hardware and software	Application Interview
Other	- Self-motivated, hardworking, flexible - Reliable - Well organised - Enthusiasm to learn		Interview



Terms & Conditions Pension

The successful candidate will be eligible to join the Support Staff Pension Scheme.

Staff Benefits

- There is free use of the School's coach service and exclusive use of the indoor swimming pool, fitness suite and sports hall
- Staff children who are selected to join the Senior School enjoy 25% fee remission (for up to two daughters)
- Free School lunches are provided during term time
- Car parking available on site
- Discounted Health Care Scheme
- Eye Care Vouchers

Appointment Procedure

Candidates should apply through our recruitment system by clicking [here](#). Applicants should submit the following:

- A one-page letter of application
- Completed Application Form. CVs are welcome alongside the Application form
- References will be taken prior to interview unless indicated otherwise

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be asked to apply to the Disclosure and Barring Service for an Enhanced Disclosure.

Key dates

Closing Date for applications is Monday 1st March at 09.00am

Interviews to take place on W/C 1st March



North London
Collegiate School



Founded 1850