

Job advert

UTC South Durham Office and MIS Manager

Preparing students for outstanding STEM careers

NOR: up to 600 | **Age range:** 14-19 | **Start:** September 2016

Salary: NJC Local Government pay scale pt25 £22k (pro rata term time plus 4 weeks)



Can you manage our business to success?

University Technical College South Durham opens in September 2016 and will be the first UTC in the North East. With a focus on advanced manufacturing and engineering it will be located on Aycliffe Business Park, County Durham. We'll provide an outstanding education for 14-19 year olds, encompassing real, relevant workplace experience in partnership with world-class companies.

The chance to create an innovative education establishment is very rare and this is an exciting opportunity to join us from the start; managing the school's office to support an outstanding experience for our students. You will be a key member of a small support team led by the Business Manager. You will manage the UTC's administration services and Management Information System.

You will have experience of supervisory management, customer service, development of admin procedures and services and extensive use of MIS systems. You'll build positive relationships with staff, students, parents and visitors. You can demonstrate successful supervision of people and resource deployment.

Our sponsors, Hitachi Rail Europe, Gestamp Tallent and the University of Sunderland, are committed to creating an outstanding school that will provide a talented young workforce for companies in the North of England. If you have the expertise and commitment to make a life-changing impact on our students then we'd like to hear from you.

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children.

Closing date: Noon on Wednesday 6 July 2016 | **Interviews:** w/c 11 July 2016

To arrange an informal discussion, please email:
jobs@utcsouthdurham.org

Further information and application form
downloadable from:
www.utcsouthdurham.org/vacancies

No agencies please.



**University
Technical
Colleges®**

Job description

UTC South Durham Office and MIS Manager

Job title:	UTC South Durham Office and MIS Manager
Employer:	South Durham UTC Trust
Responsible to:	Business Manager
Salary:	NJC Local Government pay scale pt25 c£22k (pro rata term time plus 4 weeks)

Under supervision of the Business Manager, the Office and MIS Manager will be responsible for school office management, MIS and related administration services. As part of a small admin team the Office and MIS Manager will provide the services below:

1. Managing the office

- Develop and implement appropriate office procedures.
- Ensure effective communication with parents and stakeholders.
- Ensure that students and staff are supported in teaching and learning.
- Provide excellent customer service to students, parents, staff and visitors.
- Ensure that the card access system is administered.
- Provide a reception service for students and visitors.
- Support the Business Manager in finance and purchasing.
- Maintain stock and supplies, recording and distributing as required.
- Supervise the admin team.
- Provide training in administrative tasks and duties as required.

2. Management information system (MIS)

- Manage the MIS system development.
- Manage student data collection and maintain the integrity of data within the MIS system.
- Analyse and evaluate data/information and produce lists, reports and data as required.
- Support recruitment and admission processes.
- Support the behaviour and attendance routines of the UTC.
- Support the exams and assessment routines of the UTC.

3. Delivering admin services

- Ensure health and safety compliance within the admin area.
- Supervise team of staff to deliver admin services for the UTC to ensure a high quality learning environment.
- Manage relationships with suppliers to ensure rapid ordering and reliable delivery.

4. Managing within the organisation

- Promote the UTC's values with staff and students.
- Treat students as young adults, show them respect and earn theirs.
- Promote the Workplace Skills through discussion with students and by demonstrating them in a professional approach.
- Work with the Business Manager to critically evaluate the UTC's admin performance and influence change.
- Contribute to the CPD of other staff using own expertise and seek opportunities to develop personal knowledge and skills.
- Be efficient with resources and mindful of waste to ensure value for money.

5. Additional duties

- Act with integrity and ensure a high standard of care and safeguarding for all our students.
- Be aware of and comply with health and safety rules and legislation, ensuring the safety of students and staff at all times.
- Appreciate and support the role of other staff.
- Actively support teaching and learning.
- Contribute to the overall ethos/aims and mission of the UTC.
- Act in compliance with data protection legislation in respecting the privacy of personal information.
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of UTC records and information.
- Undertake additional duties as may be reasonably directed by the Principal where they meet the priorities of the UTC.

Person specification

UTC South Durham Office and MIS Manager

Training and qualifications	Essential	Desirable	Evidence
Appropriate level three qualification	√		Sight
Degree or equivalent		√	Sight
Undertaken relevant CPD	√		Application

Experience of providing support services	Essential	Desirable	Evidence
Experience of working in a school or educational environment		√	Application/reference
Experience of dealing with a wide range of admin issues	√		Application/reference/interview
Contributed at a supervisory level of an organisation		√	Application/reference/interview
Extensive experience managing office and MIS systems	√		Application/interview

Professional knowledge and understanding	Essential	Desirable	Evidence
Knowledge of exams and assessment		√	Application/reference/interview
Extensive use of Microsoft Office suite	√		Application/reference/interview
Awareness of customer service	√		Application/reference/interview
Good knowledge of office equipment		√	Application/reference/interview
Awareness of health and safety requirements in education establishments		√	Application/reference/interview
Skilled in the use of ICT	√		Application/reference

Personal qualities and skills	Essential	Desirable	Evidence
Honesty, integrity and professionalism	√		Reference/interview
Excellent interpersonal skills and builds positive relationships with staff, and students	√		Reference/interview
Able to organise, prioritise and meet deadlines	√		Reference/interview
Work efficiently and accurately	√		Application/reference/interview
Communicate well orally and in writing	√		Application/reference/interview
Possess the energy and drive to motivate staff	√		Reference/interview
Able to work as part of a wider team with a flexible approach to the role	√		Reference/interview
Able to respond calmly to challenging situations and demonstrate stamina and resilience	√		Reference/interview
Willingness to take on responsibilities beyond previous experience with suitable support	√		Application/reference/interview
Absolute commitment to the UTC ethos and attitude towards students as young adults	√		Application/reference/interview

Special requirements	Essential	Desirable	Evidence
No adverse criminal record	√		DBS check

UTC South Durham is committed to safeguarding and promoting the welfare of children and young people. We expect all employees and volunteers to share this commitment.