

## JOB DESCRIPTION

Employment Details	
Job Title	Arbor Management Information Systems (MIS) Manager
Reports to	The Trust Data Manager
Salary Band	HAY Q (Lower) 29-33

### Safeguarding Commitment:

*The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.*

*This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.*

Purpose of the Role
<p>The Arbor MIS Manager will be responsible for ensuring that the Management Information System supports the operational, educational, and strategic objectives of the trust. By maintaining accurate and reliable data, the role will empower schools and trust leaders to make informed decisions that improve outcomes for students and streamline administrative processes.</p>

Responsibilities
<p><b>System Management</b></p> <ul style="list-style-type: none"> <li>• Lead on the implementation, configuration, and ongoing management of <b>Arbor MIS</b> and data collection across all schools within the trust.</li> <li>• Ensure the MIS meets the operational and strategic needs of the trust, including compliance with statutory requirements.</li> <li>• Oversee system updates, data migrations, and integrations with other software platforms.</li> <li>• Monitor system performance, troubleshoot issues, and liaise with Arbor support to resolve problems promptly.</li> <li>• Support timetabling within Arbor.</li> </ul> <p><b>Training and Support</b></p> <ul style="list-style-type: none"> <li>• Provide guidance, training, and support to school staff on effective use of Arbor, tailored to different user levels.</li> <li>• Develop and maintain user manuals, training materials, and guides.</li> <li>• Act as the primary point of contact for MIS-related queries across the trust.</li> </ul> <p><b>Data Management and Reporting</b></p> <ul style="list-style-type: none"> <li>• Ensure data accuracy, security, and compliance with GDPR and other relevant regulations.</li> <li>• Lead on data collection.</li> <li>• Collaborate with the Trust Data Manager and schools to improve data quality and consistency.</li> <li>• Support staff in completing statutory returns, such as the school census, ensuring timely submission.</li> </ul> <p><b>Strategic Leadership</b></p> <ul style="list-style-type: none"> <li>• Advise senior leaders on leveraging Arbor to improve operational efficiency and outcomes.</li> <li>• Lead MIS-related projects, including onboarding new schools into the trust.</li> <li>• Evaluate and recommend improvements to MIS processes and policies.</li> </ul>

**Personal Qualities:**

- Excellent communication and interpersonal skills.
- Proactive and solution oriented.
- Collaborative and able to build strong relationships with stakeholders.

**Additional Duties and Responsibilities**

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

**Safe Working Practices with Children**

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

**General Data Protection Regulations**

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

**Equality and Diversity**

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

*This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it*

*relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.*

<b>Developed by:</b>		<b>Issue Date:</b>	
<b>Post Holder signature:</b>		<b>Signature Date:</b>	

## PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none"> <li>GCSE level qualifications, grade C (or equivalent) and above.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further professional qualifications or training.</li> <li>A degree in a relevant subject.</li> </ul>
Skills and Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>Proven experience managing <b>Arbor MIS</b> in an educational setting.</li> <li>Strong understanding of statutory data requirements and returns, including school and workforce censuses.</li> <li>Excellent organizational and project management skills.</li> <li>Demonstrable experience in delivering training and supporting diverse user groups.</li> <li>Advanced data analysis and reporting skills, with proficiency in tools such as Excel or Power BI.</li> <li>Ability to manage competing priorities and work to tight deadlines.</li> <li>A strong commitment to data security and compliance with GDPR.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a multi-academy trust or working across multiple schools.</li> <li>Familiarity with other educational software systems and integrations.</li> <li>Leadership experience in a data or systems management role.</li> </ul>
Specialist Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>A good understanding of IT systems.</li> </ul>	
Personal Traits	
The successful candidate will:	
<ul style="list-style-type: none"> <li>Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.</li> <li>Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries.</li> <li>Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.</li> <li>Have values that align with the ethos and culture of The White Horse Federation.</li> </ul>	