

**MIS Manager**  
**52 weeks per year**

Wycombe Abbey is a full boarding School which provides an outstanding all-round education for girls aged 11 to 18.

This is an exciting opportunity for an experienced MIS Manager to take overall responsibility of data integrity and efficient data processing within the iSAMS database and other associated School systems, ensuring that the management information systems are developed to meet the needs of the School. The MIS Manager will be accountable for ensuring all users of the system are fully trained and will have the support of the MIS Assistant who will be responsible for efficient data processing within the iSAMS database and other associated School systems, monitoring of pupil registration throughout the school day, ensuring report publishing to parents runs smoothly, supporting the Head of Compliance with data administration, management of the parent-teacher meeting booking system and any other duties to support the management of school data.

The successful candidate will have thorough working knowledge of school database software, effective communication skills both verbally and in writing, a high level of accuracy and attention to detail, the ability to prioritise, work methodically and remain calm under pressure. Prior experience of iSAMS and SQL Report Writing is an advantage.

Hours: 09:00 – 17:30 Monday to Friday, 52 weeks per year. Some flexibility is required as there will be the need to work occasional evenings to support parent-teacher meetings.

Please complete an application form and submit this, together with a covering letter, to the Bursar, Mr Mark Mackenzie Crooks by emailing the Senior HR Officer, Miss K Scorer [scorerk@wycombeabbey.com](mailto:scorerk@wycombeabbey.com). Further details are found under 'Vacancies' on the School website: [www.wycombeabbey.com](http://www.wycombeabbey.com).

**Closing date for applications: 17 January 2022\***

**\*Early applications are encouraged. We reserve the right to close this vacancy early, should a suitable candidate be appointed before the closing date.**

Wycombe Abbey 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 applicant will be subject to an enhanced DBS check.

We are an equal opportunities employer. Registered Charity No. 310638