



Watling Academy

Whitehouse, Milton Keynes

hr@tastrust.org.uk

MIS (SIMS) Administrator

£28,142 to £28,598 FTE (Actual Salary – £24,682 to £25,082)

Permanent

Start date: 01/12/2025

About our School:

Watling Academy is an Ofsted 'Outstanding' secondary school situated on the western edge of Milton Keynes, encompassing the Whitehouse and Fairfields developments. Opening in September 2020, our school is a new and vibrant learning community for students aged 11-18. We are excited to have opened the Watling Academy Sixth Form to our first cohort of Year 12 students from September 2025, which will provide further educational opportunities. Our core values of Respect, Responsibility and Kindness embody the 'Watling Way' and are integral to the way we interact, learn and grow together as a community.

About the Role:

MIS (SIMS) ADMINISTRATOR

Commencing – ASAP

Term Time + 5 Days

37.5 hours per week

Monday to Friday, 7:30am to 3:30pm

(30-minute unpaid break each day)

Salary – £28,142 to £28,598 FTE

Actual Salary – £24,682 to £25,082 p.a.

Are you highly organised, detail-driven and ready to play a key role in a thriving and innovative

school? Do you enjoy working with data and systems that help shape the day-to-day experience of students and staff alike?

Watling Academy is seeking a MIS Administrator to provide essential support for our Management Information System – SIMS – and associated platforms. This is a varied and hands-on role at the heart of school operations, where your work will directly support across the Academy.

As our MIS Administrator, you will:

Input and maintain accurate student records, including contact details, medical information and safeguarding flags.

Set up and update class lists, registration groups, teaching sets, and pastoral groupings.
Create and manage marksheets for assessment tracking and reporting across subjects and year groups.

Support staff with data entry tasks and ensure timely completion of reports and assessments.

Input and record staff absence and cover information accurately within SIMS.

Assist with statutory data returns such as the school census, under the direction of senior staff.

Maintain and update systems such as ClassCharts for behaviour tracking, seating plans, and parental communication.

Respond to staff queries regarding SIMS and related platforms, offering basic training and guidance where needed.

Liaise with IT support and external providers to resolve technical issues and ensure systems remain aligned and up to date.

This is an exciting opportunity to contribute to the operational excellence of a growing school community, including our newly launched Sixth Form. If you're a confident administrator with a passion for systems, a sharp eye for detail, and a collaborative mindset, we'd love to hear from you.

Closing date for applications: 03/11/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/147860/EDV-2025-WA-34780>