MIS Data Officer

Job Description & Person Specification

Grade 7

Core Purpose

- To provide strategic and operational support for the School's Management Information System (MIS) ensuring all data, assessment and curriculum information is up to date and in line with statutory requirements along with ensuring GDPR compliance. Line management of a Data Administrator. The school uses Bromcom for this purpose and so familiarity with that application is desirable.

Main Duties and Responsibilities

- Ensure the efficient running of the MIS systems used in the school
- Liaise with the MIS company to troubleshoot any concerns.
- Complete start and end of academic year routines in Bromcom. This includes, but is not limited to, courses and teaching classes for each year group, student timetables and staff timetables
- Set up, maintain, and adjust as required the business roles and permissions for staff in Bromcom, managing security levels appropriately
- Complete school census processes at each relevant point in the year, submitting accurate statutory returns which secure funding streams reflecting the school's activity
- Manage the Post-16 aspects of the MIS database, including Post16 Learning Aims, QAN codes and Guided Learning Hours (GLH)
- Provide guidance to the Sixth Form Leadership Team for Year 12 September admissions processes to sustain accurate Post 16 recording on Bromcom
- In collaboration with SLT, research target grade models, staying up to date with government guidance
- Internal Student Assessment Data – ensuring completion, analysis of and reporting of too parents
- Generate student targets using appropriate software packages, input into Bromcom and maintain appropriately
- Managing pre-admission and admission data.
- Support senior leaders with completing the timetable.
- Ensure in-year admissions are assessed to enable target generation
- Assist with the Year 7 and Year 12 enrolment processes, in addition to the Year 9 option process, by ensuring accurate inputting of information on the MIS
- Manage the data analysis systems of FFT, Go4Schools, QAN and the DfE and upload all relevant internal and external assessment data.

- Check all timetables are complete prior to the start of the school year.
- Collation & submission of ROMS.
- Support senior leaders to import curriculum model to create block and class structures.
- Re-rooming for exams.
- Setting up of reports and publishing to MCAS
- Manage queries/issues between the school and main software providers to ensure that systems are maintained, available and fit for purpose
- Review systems used to ensure that data is reliable, meaningful and useful to stakeholders
- Data visualisation to transform data into actionable visual formats.
- Provide information to SLT for post public examination results analysis
- Take responsibility for documenting, analysing and creating efficiencies in the organisation's annual data cycle.
- Provide support to the Schools Data Protection Officer (DPO) in providing data for SAR and FOI requests including logging.
- Provide support for ad-hoc data analysis and reports
- Coordinate the development of relevant Bromcom training for school staff where necessary
- Work with fellow professionals including the school's Curriculum lead, Exams Officer, Attendance Officer, Heads of Faculty and Heads of Learning Community.

Compliance

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts.

Contacts

The post holder will work with all members of staff in the school and have contact with students, parents, advisors and other specialist visitors to the school.

<u>Person Specification</u>

Professional Experience & Qualifications

- Experience of working with Management Information Systems (Essential)
- Experience of working directly with school data (Essential)
- Able to influence, communicate and engage with stakeholders at all levels – both internally & externally (Essential)
- Able to work independently as well as collaboratively with other teams to achieve goals (Essential)
- Understanding how to tailor a presentation the presentation of information to suit the needs of different audiences. (Essential)

- Experience of using Bromcom (Desirable)
- Experience of timetable management (Desirable)
- Degree or industry qualification in Data Management/Analysis (Desirable)

Knowledge & skills

- Be detailed orientated but also able to recognise big picture trends and how we develop strategic level insights for the school (Essential)
- Proficient with processing both qualitative and quantitative data, collecting, processing, presenting, storing and sharing in the right manner (Essential)
- Effective communication and interpersonal skills (Essential)
- Good administration skills (Essential)
- Knowledge of school reporting requirements (Desirable)

Personal attributes

- Excellent time keeping and pattern of attendance (Essential)
- Excellent interpersonal skills (Essential)
- Personal integrity and loyalty, always maintaining confidentiality. (Essential)
- The ability to form and maintain appropriate relationships and personal boundaries with students in line with the schools' safeguarding policies. (Essential)

Additional Information

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job to reflect the changing needs of the school.