

Job Description: Management Information System Officer
School: Robert Barclay Academy
Grade: H7

1. The Purpose of the Job

To oversee and administer the school's Management Information System (MIS) for all users, manage staff and student timetables, and provide SLT administrative tasks.

2. Principal Responsibilities

Core activities

- Overseeing the day-to-day management of the school's MIS (Bromcom) ensuring student, staff and school data is up to date and accurate
- Maintain the MIS database including creation and maintenance of student and staff timetables.
- Liaise with the SLT i/c of curriculum and timetabling in relation to timetabling
- Maintain and amend the school timetable throughout the year.
- Manage the transition of data from one academic year to the next
- Set up and allocate students to classes, groups and courses
- Act as the main point of contact for MIS software providers.
- Manage system users, permissions, and security protocols.
- Provide technical support and training to staff on the effective use of the MIS
- Ensure data protection compliance (GDPR) and maintain confidentiality of all school data
- Be responsible for managing the collection, verification, and reporting of student census data
- Oversee requests for subject access requests and freedom Of Information requests (SAR/FOI)
- Lead on transfer of pupil data from one school to another (CTFs)
- Oversee the organisation of Cover and liaise with supply agencies as and when required

Additional activities

- Carry out any other reasonable administrative duties as may from time to time be requested by the Senior Leadership Team, or Headteacher.

Individual areas of responsibility will be negotiated and reviewed from time to time.

3. Person Specification

- Have a commitment to the best interests of our young people.
- Be willing to work as part of a team.
- Have excellent interpersonal and communication skills.
- Be able to use initiative and work without supervision.
- Be able to work under pressure.
- Have a strong sense of humour, be flexible in attitude and adaptable to change.
- Have an ability to demonstrate consistently high standards of personal and professional conduct

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.