



Role profile for MIS and data officer

Accountable to: Assistant Headteacher

Location: General Office

Grade: NJC Grade 8

Job Summary

Responsible for the effective management, use of and development of the college's management information & digital data systems. Responsible for ensuring all data is managed in compliance with GDPR legislation.

Main Responsibilities

Systems Management

- Be responsible for the operational management & data integrity of all management information systems used in day-to-day college activities. (Bromcom, 4Matrix, Realsmart & Google, ParentPay and the cashless catering database etc.)
- Manage the integration of third party software with college MIS using Wonde
- Oversee the maintenance of systems configuration, user profiles and upgrades.

Data management & reporting

- Carry out regular tasks such as the annual academic year transition/promotion, inputting and managing student admissions, amending student records, and the transfer of CTF files using secure web sites.
- Ensure accurate collection and recording of student data within the MIS and other digital systems; ensure data complies with GDPR storage rules
- As directed update timetable changes including room, teacher and student data as well as withdrawal groups
- Complete the statutory returns to the DFE (Census)
- Update free school meal eligibility information on Bromcom and manage the FSM e-voucher distribution process (using Wonde)
- Maintain and develop the college's assessment, recording and reporting processes in line with the reporting calendar
- Provide analysis, reports and documentation from MIS for staff, the leadership team, governing body, and other agencies



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- Support the exams office with any data & system management requests and be on hand to assist on exam results days in August.
- Monitor compliance with GDPR and ensure necessary checks are made for GDPR compliance with third party solutions used by the school
- Ensure accurate and timely data transfer (CTF) from primary schools and for in year admissions
- Set up and maintain the options data and processes
- Set up and monitor the appointments system for online parents' evenings and any similar activities

Systems development

- Proactively develop the use of all business systems ensuring they are used to their full potential
- Support staff in being effective users of school systems. Support all users (staff, students and parents) in their use of college data & IT systems. Produce user guides when needed.

Administration & GDPR

- Assist and liaise with the data officer over any data breaches, subject access requests or FOI requests
- Monitor compliance with GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits.
- Undertake normal office administration tasks; filing, photocopying, opening mail, answering emails, typing letters and reports etc.
- Attend meetings & training as appropriate to the role

Other Duties

- Maintain confidentiality and observe data protection rules and associated guidelines at all times
- Observe all Oathall Community College practices relating to child protection, security, fire and emergency and Health and Safety.
- Understand and comply with all other relevant school policies.
- Be available to work flexible hours as the needs of the business dictate.
- Carry out any other reasonable duties and responsibilities commensurate with the post.



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Person Specification

Type of education, experience, skills, and attributes.	Requirement level
Education	
Education to a minimum level 3/A-level qualification including a level 2/GCSE qualification in English and Maths	Essential
Degree, diploma or other recognised professional qualification in secretarial skills, administration, business studies or other relevant area.	Desirable
Experience & Skills	
Experience of working with management information systems/databases, ideally in a school environment using Bromcom or SIMS.	Essential
Be able to demonstrate experience of inputting data into digital solutions with high levels of accuracy	Essential
Experience of analysing numerical data and presenting it in readily accessible formats	Essential
Able to use office applications (Google & Microsoft etc.) to a high standard to include the ability to carry out functions such as mail merge, data analysis using excel, formatting tables, etc.	Essential
Be able to demonstrate experience of being able to follow detailed written instructions & to work out 'how to' do something using videos and guides.	Essential
Experience of working in an office based or administrative role	Essential
Experience of working with users and providing advice and support e.g. manning a help desk, or call centre help desk, training users	Desirable
Be able to demonstrate good working knowledge of GDPR legislation	Essential
Excellent standard of spoken and written English	Essential
Exceptionally good organisational skills including the ability to plan, prioritise, work to deadline and manage time effectively	Essential
Experience of working in a school or a similar environment with young people, families, different stakeholders	Desirable
Attributes	
Enjoys working with people, collaborating and being part of a team	Essential
Ability to think creatively, use initiative to solve problems	Essential
Be able to communicate confidently and sensitively with a range of different audiences	Essential
Have a positive, can-do attitude and be happy to turn your hand to anything to help out.	Essential



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A flexible approach to working hours – you will need to be happy to work outside of the core day if needed.	Essential
A desire to learn and develop skills to support the school operation with an ability to use own initiative to 'work it out'.	Essential
A desire to see jobs completed to a high standard & with close attention to detail.	Essential
Smart professional appearance	Essential