

## **Job Description & Person Specification**

Job Title:	MIS and School Data Insights Officer
Responsible for:	None
Reporting to:	School Business Manager
Salary Grade:	£19,917 - £22,506, APT&C Scale 4 (pro rata)
Last Reviewed:	October 2017
Hours:	Monday to Friday, 8:30am – 5.00pm (40 per week, 40 weeks per year)
Primary location:	Woodhill Primary School

### **Purpose**

This role will provide outstanding operational leadership to develop, implement and evolve the preparation, segmentation and communication, and influencing of high quality data. By consistently managing the school data to the highest standard, this role will proactively provide timely insights and strategies to the leadership of the school for communication to positively influence and control the relationships with all stakeholder groups within Woodhill Primary School and its associated partners and communities by encouraging the adoption of advanced data analytics and data science best practice. At all times, this role will provide both a qualitative and quantitative data, admissions and external communications insight to all stakeholders of the Inspire Partnership Academy Trust.

### **Principal Duties and Responsibilities**

#### **Marketing & Communications Insights**

- To be the brand guardian. This includes all online and offline media channels and mediums, face-to-face, through the written word, and through the presentation of pupils through their school uniform
- Through the appropriate use of school data, effectively influence and change opinions for the positive benefit of all the children of Woodhill Primary School, their parents, and all other community stakeholders by increasing the 1<sup>st</sup> choice preference of all future pupils and ensuring that the available school roll is full at all times, maintaining waiting lists where appropriate
- To be responsible for the co-ordination and dissemination of all external information. This will include, but is not limited to: School Website(s) and associated new media channels, school prospectus', parental engagement newsletters, parental text messaging and email communications

- To serve as the principal administrative officer responsible for the preparation of all data related to the communication with, to and from the governing body of Woodhill, and its associated committees, partnership governing bodies and the Inspire Partnership Academy Trust.
- Develop effective links with the relevant community, and by default, its' associations, by promoting the work of Woodhill Primary School and by supporting school community events with the vision of making Woodhill Primary School, the 'go to' school in the local area, across the London Borough of Greenwich, and Nationally, by actively increasing the schools' pupil roll count and proactively managing and working a pupil waiting list

### **Management Information Systems and School Data**

- As the principal officer responsible for maintaining accurate and up-to-date school databases, you will ensure that they are all fit for purpose and utilise the most efficient and appropriate systems available which will include, but not be limited to:
  - Data sets of parent/carer contact details
  - Development and maintenance of sophisticated data systems to facilitate the monitoring of learners' attainment and progress, using internal and external sources of information
  - To be familiar with and to be able to communicate fluently about information including: attendance data, statutory reporting, school census, pupil profiles and target setting, self-evaluation, RAISE, fisher family trust, SIMs Assessment Manager, and Sims Learning Gateway, John Sinnott Tracker, and any other future channels which may develop from time-to-time that enable the Leadership to improve teaching and learning outcomes and pupil attainment
  - Statistical reports relating to all aspects of learner progress. In particular, exam results analysis, pupil joiners and leavers tracking, the monitoring of achievement data and the reporting of this information to the Senior Leadership Team, Team Leaders and other academic staff within the school, and all external 3<sup>rd</sup> parties upon request
  - To act as the principal officer for the coordination and support of SIMS, CPOMS, TAPESTRY and all other pupil-based data systems where relevant
  - To work to tight deadlines and to deal with a range of people including staff, senior leaders and governors, and the parental community and feeder organisations
  - Any and all other relevant data mining results as requested by members of the school leadership
  - To be the named Data Protection Officer for the school and carry out the duties as relevant to current and future legislation and compliance as appropriate

### **General Administrative and Secretarial Duties**

- To be a key member of the front-of-house office team through the efficient handling of pupil, parent and visitor queries; on the phone, through email, face-to-face, and through relevant social media. To receive and relay promptly any telephone messages and deal initially with enquiries.
- Jointly responsible for the maintenance of an efficient and effective filing and archive retrieval system for all pupil data, being mindful of data protection and retention laws as they currently stand and change, communicating such changes to the leadership of the school and advising of any perceived issues that may arise

- Undertake any generalist administrative and clerical duties as directed by the leadership of the school through letters, reports, memoranda and other documentation and the provision of executive support to the Executive Leadership Team, as determined by the School Business Manager
- Carry out basic medical procedures and administer first aid to adults
- Undertake any other duties commensurate within the grade and scope of the post as determined by the School Business Manager

## Person Specification: MIS and School Data Insights Officer

Criteria	Essential	Desirable	Method of Assessment
Be passionate about enabling learning and wanting our school to provide the best possible learning experiences for all of our pupils			
<b>Safeguarding Children</b>			
Committed to ensuring all pupils in our school are kept safe	✓		Application form
Enhanced DBS check	✓		Application form
This post is exempt from the Rehabilitation of Offenders Act. Any criminal convictions will need to be declared	✓		Application form and interview
<b>Equal Opportunities</b>			
Awareness of, and commitment to the inspire partnership equal opportunities issues	✓		Application form and interview
Awareness of, and commitment to the Inspire Partnership Values	✓		Application form and interview
<b>Qualifications, Knowledge, and Experience</b>			
Confident and outstanding data manipulation skills	✓		Interview and practical test during interview
Efficient and effective office and administrative procedures		✓	Application form and interview
Setting up and maintaining complex systems	✓		Application form and interview
Excellent numeracy skills, with a confident level of reporting in 'plain language' appropriate to the readership	✓		Psychometric test during interview
Strong literacy skills, with a confident use of written language	✓		Psychometric test during interview
Confident use of a variety of ICT systems in an office / secretarial environment	✓		Practical test during interview
Hold relevant examinations, or previous experience,	✓		Application form, evidence of certificates, interview

commensurate with the duties of the role			
<b>Developing Self and working with others</b>			
Ability to liaise with people in a warm and welcoming manner and demonstrate the ability to build rapport and interact with people at all levels, whether parents, colleagues, visitors, or contractors	✓		Application form and interview
Creative, innovative character that shows a willingness to try new and different approaches		✓	Application form and interview
Show commitment to upholding excellent levels of professional conduct	✓		Application form and interview
Be committed to engaging parents in the work of the school	✓		Application form and interview
Commitment to own improvement through professional development / further study	✓		Application form and interview