



CITY of SHEFFIELD

JOB DESCRIPTION

CHILDREN AND YOUNG PEOPLE'S DIRECTORATE	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	STOCKSBRIDGE HIGH SCHOOL
POST TITLE	SCHOOL DATA OFFICER
ROLE PROFILE	BS3
JOB NUMBER	SCH/AC/BS/011/S
GRADE	5
RESPONSIBLE TO	BUSINESS MANAGER
RESPONSIBLE FOR	
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	TO BE RESPONSIBLE FOR THE MANAGEMENT, ORGANISATION AND CO-ORDINATION OF THE SCHOOLS' INFORMATION MANAGEMENT SYSTEM INCLUDING THE PRODUCTION OF ALL RELATED REPORTING REQUIREMENTS OF THE SCHOOL.
RELEVANT QUALIFICATIONS	

JOB DESCRIPTION FOR POST OF:- SCHOOL DATA OFFICER
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SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

In particular the post holder will be responsible for :

1. The management, organisation, co-ordination and update of the Schools Information Management System.
2. Ensuring the accuracy of all data held within the Schools Information Management System.
3. The collection, provision and recording of appropriate statistics as they relate to the School Data Service.
4. The administrative tasks related to the transition of students into the school.
5. The generation of management, periodic and pre-defined reports from the School Information Management System.
6. Ensure that all periodic data returns are produced and submitted within the given timescale including, in liaison with the Business Manager, the annual school census returns.
7. The administrative tasks where appropriate for the schools' network including the creation and updating of user accounts.
8. In liaison with the Network Manager ensure that all M.I.S. updates are appropriately installed as soon as possible after release.
9. Co-ordinate and manage all support calls to the LEA in relation to the School Information Management System
10. The administrative tasks related to the development of the School Learning Platform.
11. Ensuring that the requirements of the Data Protection Act are fully complied with at all times
12. Contributing to the review, development and improvement of administrative systems and working practices in order to maintain an efficient and effective School Data Service.

13. Liaising with the Network and Administration Managers in the development of IT systems necessary to the efficient operation of school data procedures.
14. The co-ordination, supervision and management of the workload and working environment of the School data team.
15. To provide administrative support to the organisation of school educational visits and trips.
16. Providing support as and when required, as part of the overall Schools Administrative team.
17. In liaison with the Administration Manager, the identification of and assistance with training and development for the School Data team.
18. Undertaking all appropriate training and staff development activity in accordance with a planned programme of development for the post.
19. Ensuring a healthy and safe working environment for members of the School Data team, including adherence to healthy and safe working practices and standards.
20. Undertaking any other duties which do not change the character and purpose of the post as may be determined after negotiation.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE:
