Thornhill School
Business & Enterprise College

SUNDERLAND CITY COUNCIL

CHILDREN'S SERVICES

Thornhill School Business and Enterprise College
Executive Headteacher: Mr. J.K. Hallworth

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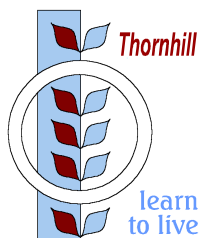
Data and Information Systems Assistant

Scale 4, points 22-25 (£20,455 – £22,434)
Full time 37 hours per week

We wish to recruit an outstanding candidate with exceptional Microsoft Excel skills to assist the Data and Information Systems Manager in the smooth and effective running of data systems in school. The ideal candidate will be able to work using their own initiative and have a proven track record in maintaining high standards of data quality. Experience of using and maintaining databases would be a distinct advantage.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Criminal Records Bureau.
School safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures.
Details of application are available from the school website: www.thornhillschool.org.uk

Closing date: 17th October, 2016 – 12 noon.

# JOB DESCRIPTION

Job Title: Data and Information Systems Assistant

Grade: Scale 4

Job Location: Thornhill School

Directorate: Children's Services

Responsible to: Data and Information Systems Manager

Purpose of Job: To ensure that staff in the school have access to both data and audio visual resources (digital or analogue) as needed.

Principal Responsibilities

- To be the point of contact regarding data issues in the absence of the Data and Information Systems Manager.
- To organise and supervise administrative systems within the school.
- To input, retrieve and manipulate data in support of monitoring school improvement and in ensuring pupil progress.
- To manage access to a variety of formats of digital data and storage.
- To develop, manage and support staff in the effective use of digital data evaluation, manipulation and storage systems.

Main Duties

- Support all staff in the effective use of Management Information and associated Systems (MIS) in school.
- Provide first line support for MIS issues in school.
- Create supportive task-based documentation to support users in using the MIS and associated systems effectively.
- Process student class changes to ensure that class level information in the MIS is accurate.
- Produce clear, concise, accurate information to support senior leaders in raising standards of performance in school.
- Assist the Data and Information Systems Manager in implementing the school target setting process.
- Working under the direction of the Data and Information Systems Manager:
    a. Ensure that assessment data collections are available for staff, and subsequently processed and analysed, in line with published timescales.
    b. Ensure that appropriate information is available and provided to support internal processes as required.
    c. Assist in the checking of the accuracy of both data and written reports to parents prior to printing and assist in the printing and collation process.
- Work with the Data and Information Systems Manager to maintain and develop in school assessment analysis tools, both using the MIS and other appropriate software (e.g. Excel)
- Check for missing achievement and attainment data and fill gaps by contacting other schools, agencies and using secure online resources.
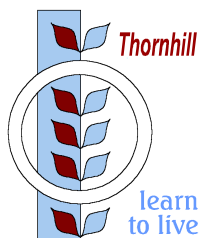
- Provide accurate and easy to interpret assessment and attendance tracking information to other staff groups/individuals on a regular basis as required.
- Develop and maintain the school's learner profile solution.
- Develop and maintain whole school attendance tracking systems and provide relevant information to appropriate stakeholders as required.
- Support administrative staff in maintaining accurate pupil records in the school MIS to ensure that a high standard of pupil data is maintained.
- Working with the Data and Information Systems Manager, continually develop the school's electronic behaviour management system to provide key information to ensure that pupil behaviour is tracked and monitored.
- Support administrative staff to ensure that exclusions are correctly recorded in the school MIS and that Exclusion letters are produced promptly and accurately, using the correct Local Authority templates.
- Support the management of free school meal eligibility within the MIS and cashless catering systems.
- Support the management of the system aspects of placing students on and off roll, transferring electronic records to other institutions and liaising with them, where necessary.
- Assist the Data and Information Systems Manager and school timetabler in managing the change of year processes, including the allocation of students to classes.
- Act as the site administrator for the school's electronic learning environment solution, managing the structure, design and appropriate permissions within the product.
- Act as the site administrator for other school software systems, such as Renaissance Learning and Reading Plus, managing the change of year processes within these products, extraction of information for data manipulation and adding/amending student records as required.
- Work proactively with curriculum staff to develop resources for the electronic learning environment.
- Coordinating the use of audio visual resources and facilities and providing assistance and advice in the practical needs of the school, including liaising with teaching staff and support staff regarding all audio visual materials.
- Provide administrative support to the Examinations Officer, during periods of increased workload and pressure.
- Provide technical support in the production of school promotional materials using industry standard products, such as Adobe Photoshop.
- Assist with the development and population of the school website, as required.
- Produce ID badges for all staff, and new members of staff as required, using the school templates.

General Requirements

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the school.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.
- To maintain a basic first aid qualification and act in the capacity of first aid assistant as required.
- To act as an examinations invigilator as required.
- To work across the schools within the federation as required.

Professional Values and Practice

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

Specific Duties

- Any other reasonable duty requested by the Head Teacher commensurate to the Salary Scale.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.

Name of Author: K. Monte.
Date: October 2016

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Person Specification: Data and Information Systems Assistant

Minimum Essential Requirements	Method of Assessment
Skills/Knowledge	
Excellent ICT skills including word processing, speadsheets and data input and extraction	Application form and interview
Excellent Microsoft Excel skills	Application form and interview
Good interpersonal and organisational skills	Application form and interview
Effective communication skills	Application form and interview
The ability to work with tact and diplomacy	Application form and interview
Attention to detail	Application form and interview
Methodical and accurate	Application form and interview
To show initiative and be proactive	Application form and interview
Ability to work independently meeting deadlines and targets	Application form and interview
Commitment to own professional development	Application form and interview
Experience/Qualifications	
Good standard of general education	Application form
Experience of working in an I.T. environment or on I.T. projects	Application form and interview
Competent data entry and use of data	Application form and interview
General office administration	Application form and interview
First Aid (or willingness to acquire this)	Application form and interview
Work Related Circumstances	
To possess the ability to work as a member of a team and to lead some aspects of its work	Application form and interview
Willing to be flexible within working hours	Application form