

**SHIRELAND COLLEGIATE ACADEMY
WATERLOO ROAD, SMETHWICK, B66 4ND**

SENIOR ACADEMY INFORMATION OFFICER

Salary: F £29,636 - £33,799

Hours: 37 hours x 52 weeks

Required for September 2019

Innovation and tradition combine at Shireland Collegiate Academy to produce a truly exceptional Academy.

Shireland Collegiate Academy is the founding academy of Shireland Collegiate Academy Trust. We are a growing MAT that has an excellent track record for improving the quality of education that students receive. Shireland Collegiate Academy is an oversubscribed Academy that continues to be the school of choice in the local area.

We are seeking an experienced data officer to support data management across the Academy, maintaining/managing the SIMS database including the production of reports, creation and maintenance of timetabling data. Management of data and processes in relation to new admissions to the Academy.

Applicants must have a good general education including minimum GCSE Grade C or equivalent in English and Mathematics, with excellent ICT skills and experience of using SIMS in a school environment.

The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

For an informal discussion please contact our HR Director Melanie Adams on 0121 565 8811

Closing date: 8.00am Tuesday 23 April 2019

More information about the Academy and Application Forms are available from our website: www.collegiateacademy.org.uk

JOB DESCRIPTION

POST: Senior Academy Information Officer

GRADE: F

HOURS: 37 hours per week x 52 weeks

REPORTS TO: Assistant Principal

Post Summary

To support data management across the Academy, maintaining/managing the SMIS database including the production of reports, creation and maintenance of timetabling data. Management of data and processes in relation to new admissions.

Evolve:

- Management of staff and student lists.
- Checking staff trip entries
- Writing/obtaining risk assessments where necessary
- Submission of entries for approval
- Advice, guidance and training for staff

SIMS:

- Creation of new timetables, production of teacher and student timetables.
- Production of class lists
- Maintain and update students' personal information
- Maintain and update students' teaching group information
- Maintain and update staff timetable information
- Preparation, submission and final checking of School Censuses
- Produce information/reports as requested
- Support the production of the Workforce Census

Admissions:

- Liaise with the Principal regarding applications for admission
- Manage admissions process including the preparation of letters and other paperwork for admissions
- Support with Fair Banding and Arts Aptitude testing
- Liaison with previous school and local authority
- Prepare letters and other paperwork for admissions appeals
- Manage in year admissions process

Pupil Tracking:

- Production and submission of weekly Local Authority return.
- Periodic reporting on new entrants/leavers
- Common transfer file to new school

Free School Meals

- Maintenance of Free School Meals entitlement records on SMIS and Transact
- Correspondence connected to FSM entitlement
- Dealing with parental queries

Contingency

- Where required administer supply arrangements and contingency.

General Administrative Duties:

- Letters confirming student attendance
- Provision of historic data
- References for ex students
- Management of WebXchange
- Support for transition

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

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Person Specification – Senior Academy Information Officer

Category	Essential	Desirable	Method of Assessment
Physical	<ul style="list-style-type: none"> Smart business like appearance. 		Application Form
Qualifications	<ul style="list-style-type: none"> A good general education including minimum GCSE Grade C or equivalent in English and Mathematics. Evidence of successful study Post 16. 	<ul style="list-style-type: none"> Relevant administration qualification e.g. HND 	Application Form and Interview
Experience	<ul style="list-style-type: none"> Experience of using SIMS to support across a whole school e.g. creation and management of timetables. Experience of using Microsoft Office applications, e.g. Word, Excel Experience of supporting the school admissions process Experience of managing the School Census Experience of working with school data systems. Experience of working with the public. Experience of directing the work of other staff members. Experience of producing high quality letters and reports. Experience in collating, analysing and presenting data. Experience of working to deadlines. Experience of developing systems and procedures to collect and report on data. 	<ul style="list-style-type: none"> Experience of supporting/producing the School Workforce Census Experience of the Evolve system 	Application Form and Interview
Training	<ul style="list-style-type: none"> Willing to participate fully in all relevant training. 	<ul style="list-style-type: none"> Safeguarding 	Application Form and Interview.
Special Knowledge	<ul style="list-style-type: none"> Understanding of safeguarding children and the boundaries between adults and children in a school setting. Competent in the use of IT packages including SIMS. 		

	<ul style="list-style-type: none"> • Through knowledge of administrative processes. • An understanding of the confines of confidential working e.g. Data Protection. 		
Circumstances	<ul style="list-style-type: none"> • Able to work during some school holiday periods. • Able to attend all Academy open and parents' evenings. 		
Disposition	<ul style="list-style-type: none"> • Reliable, organised able to work effectively and innovatively. • Flexible and open to change for continuous improvement. • Able to remain calm under pressure and manage conflicting demands. • To be an excellent team player who effectively contributes to raising attainment and achievement within the Academy. • Able to support, influence and motivate others. 		
Practical and Intellectual Skills	<ul style="list-style-type: none"> • ICT literate with a desire and ability to develop new skills. • High level of numeracy. • Effective oral and written communication skills. • Demonstrable ability to produce a good standard of written work, e.g. response to correspondence, reports, minutes etc. • High standard of presentation. • Ability to exchange varied information with a range of audiences. • Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide. • Good decision maker and negotiator 		
Legal Requirements	<ul style="list-style-type: none"> • Enhanced Disclosure and Barring Service Check. 		