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**Information Systems Officer**

**Job Description**

**Post Title**: Information Systems Officer

**Working Pattern**: The post is term time only and an additional 4 weeks in the holidays as agrees by the ICT Manager. Overtime, as agreed in advance with the School and will be paid at normal rate.

**Hours:** 37.5hrs per week (8:30am to 4:00pm) 30 min unpaid lunch break Unless expressly consent is given by the Bursar, all holidays must be taken during the School Holidays.

**Location**: Orley Farm School and other sites as required for the execution of duties.

**Responsible to**: Head of ICT

**Post Objective**: To provide software support to staff, pupils and parents.

**Duties and Responsibilities:**

* Develop Firefly as a learning tool for teachers and pupils.
* Developing and build Office 365 as a learning tool to work alongside Firefly.
* Maintaining and developing My School Portal.
* Helping parents with queries and setting up the booking system on Clarion Call for Parent Consultation evenings.
* Use the Timetabler software and migrate the information into Isams.
* Enhance the use of MIS systems (ISams), which includes creating reports, training materials for staff and create word email templates.
* To be the School’s Data Protection Officer (DPO), which also includes updating and working on the School Data Protection Policy, Privacy Policies, Data Retention Policy and Data Mapping.
* To provide training to Parents on new and existing systems, i.e. Parent Portal ESafety.
* To arrange and provide staff with training on Inset Days.
* Be able to provide support and assistance to Staff on all systems that are used in the School.
* Manage the School’s social media account, including Twitter and the school website.
* Update and maintain the School website and implement changes as necessary.

**Person Specification**

* Experience of working in a similar role using MIS within an Educational setting.
* Have excellent organisation, administration and people skills
* Conversant with Microsoft Office with intermediate to advance Excel skills.
* Excellent verbal and written communication.
* Exceptional eye for detail.
* Ability to work under pressure and to tight deadlines.
* Accurate data entry skills and comfortable with working with spreadsheets and numerical data.
* Able to work pro-actively and use your own initiative.
* Be creative and adapt to the needs of the School.