

## Job Description

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**Job title: Central Information Systems Officer**

**Reports to: Trust Data Manager**

**Location: Leigh Academies Trust**

### Job purpose

This role is critical in ensuring that Trust Academies leverage information systems effectively to enhance educational delivery and student outcomes.

### General responsibilities

#### Duties

- Lead the implementation and standardisation of Trust-approved information systems like Provision Map and Bromcom across all academies.
- Develop and deliver clear implementation plans and timelines.
- Liaise with key stakeholders to ensure that system configurations meet all requirements.
- Work collaboratively with Academy staff to ensure smooth system integration and adoption.
- Develop and implement best practices for system use to achieve consistency and efficiency throughout the Trust.
- Become the Trust's go-to expert on information systems, providing guidance and support to Academies.
- Stay current on system updates, best practices, and emerging technologies through ongoing training and research.
- Design and deliver high-quality training programs for Academy staff on using Trust information systems effectively.
- Provide ongoing support to Academies, addressing system queries and troubleshooting issues.
- Facilitate knowledge sharing and collaboration among Academies regarding information system usage.
- Collaborate with the central data team to guarantee the accuracy and accessibility of data within the information systems.
- Proactively identify areas for improvement in Trust information systems and data management practices.
- Conduct research and make recommendations for system enhancements and integration.
- Collaborate with leadership on developing long-term strategies for information system utilisation.

- Provide ongoing support to the central data team and Academies with any information system-related needs.
- Stay informed about relevant education sector policies and regulations regarding data management.

## Person Specification

### Essential:

- Have an appreciation of information systems like Provision Map, Bromcom, or similar educational software.
- Effective communication and interpersonal skills to build relationships with academy staff and the central data team.
- Ability to prioritise effectively and organise own workload and use own initiative where appropriate.
- Experience in designing and delivering effective training
- Excellent ICT skills with good working knowledge of Word, Excel, PowerPoint and Outlook.

### Desirable:

- Strong technical skills and understanding of information systems like Provision Map, Bromcom, or similar educational software.
- Experience of project implementation.
- Experience in implementing and standardising information systems within an educational setting.

### Notes

- The postholder will be expected to comply with any reasonable request from the Trust Data Manager, other managers within the team or their nominee to undertake work of a similar level that is not specified in this job description
- Reasonable travel will be required in the post holder's own vehicle

## Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.