Role Description
Management Information Systems Specialist

Introduction:

In our Sacred Heart school there has been a long tradition of particular care for every student. In this our inspiration is found in the words of the Mother Foundress, St Madeleine Sophie Barat herself: "I would have founded the Society for the sake of the soul of one child." It is the policy of Sacré Cœur to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Goals of Sacred Heart Education, which are:

1. A personal and active faith in God

2. A deep respect for intellectual values

3. Building community as Christian value

4. A social awareness that impels to action

5. Personal growth in an atmosphere of wise freedom

In our Sacred Heart school we place an emphasis on serious study and academic excellence. The curriculum should be designed so that all students can learn and become lifelong learners. Lifelong learners are complex and reflective thinkers, active investigators and effective communicators who can identify their knowledge and skill needs and develop them.

The Management Information Systems Specialist will be responsible for Sacré Cœur's Synergetic Management System, for managing the School Portal (an LMS called Firefly) and for administering the school's cloud systems including Google Suite.

Responsible to:

The Management Information Systems Specialist is a full time ongoing role that reports to the ICT Manager.

General Responsibilities:

The main responsibilities of the Management Information Systems Specialist encompass the following:

1) Synergetic

- Liaise across departments to ensure the security, integrity and functionality of the School's Synergetic management system
- Run queries, produce reports from the database using Crystal Reports or SSRS, coordinate and administer modules
- Be proactive in marketing the features of the database to staff
- Train staff in the use of all the relevant features of the database
- Demonstrate attention to detail and ensure adherence to quality standards

- Work with staff in the Business Office to create data submission for various CEM submissions including census
- Work with Secondary and Joigny administrative staff to create parent teacher interview schedule
- Develop data resources for use in other systems for administrative and IT purposes - like user provisioning and deprovisioning

2) School Portal

- Responsible for the ongoing development, implementation and content management of the Portal (in partnership with various stakeholders throughout the school)
- Oversee consistency of interface for various user groups
- Work closely with the IT Support staff to ensure smooth operation of Portal including user rights and system security
- Assist staff to effectively use the Portal
- Offer advice, support and training to stakeholders on content selection and Portal use
- Coordinate the updating of the content of the Portal across the designated sections of the school
- In consultation with stakeholders, develop strategies to allow for more transparent and accessible data to assist with decision making and analysis through school operations

3) Cloud and Hosted Services

- Responsible for maintaining user details in the Google instance
- Responsible for maintaining user details, and administering processes in various hosted systems
- Keep apprised of Google developments and assess their suitability for the school with the IT department
- Assist staff in the assessing information new systems to be implemented

4) NCCD record administration

- Administer Synergetic and any other appropriate systems to ensure that NCCD data requirements can be stored and retrieved in a way that complies with the VRQA registration process
- Offer advice, support and training to stakeholders on how to use, and optimise use of, Synergetic and any other appropriate systems to fulfil NCCD requirements
- Keep apprised of developments in NCCD recordkeeping space in like schools and vendor offerings. Assess their suitability for the school in partnership with Learning Enhancement staff and the Risk and Compliance Manager and other stakeholders
- Develop and produce relevant NCCD reporting for the purpose of funding and/or evidence building

Essential skills:

- Ability to work under broad direction with a degree of autonomy – as well as within a team.
- A strong understanding of producing reports using SSRS and/or Crystal Reports
- A good understanding of PowerBI
- A strong understanding of the Synergetic Management System
- Excellent verbal and written communication skills
- Outstanding organisational skills and ability to prioritise tasks
- Ability to establish effective and co-operative working relationships with teaching and non-teaching colleagues
- Strong IT and analytical skills

Qualifications and Experience

- A degree with relevant work experience or an equivalent combination of relevant experience and/or education/training