JOB DESCRIPTION

Post: **Data Manager**

Reports to: Assistant Headteacher

Grade: 24-28

Contract duration: Permanent.

Hours of employment: 36 hours per week, 52 weeks a year.

The Data Manager is a key position at Hendon School. The post holder will be responsible for managing the core IT systems of the school, including the MIS (Management Information System), collecting data from teachers, generating key reports for the Senior and Middle Leadership Teams and managing statutory reporting and census data.

Summary of major duties and responsibilities

This list is not exclusive or exhaustive

Management of School Management Information System (MIS) including students' progress data

The Data Manager is responsible for overseeing and supporting with the accurate inputting and maintenance of student data in school management information system (MIS). This will include, but is not limited to:

   a. *Management of MIS:*

   i.   Liaising with capita SIMS regarding the SIMS issues coming up for staff
   ii.   Support staff with creating reports
   iii.   Overseeing data (academic, pastoral, free school meals and pupil premium) to ensure that information is correct.
   iv.   Set up academic and pastoral structure on the school MIS for the start of each academic year, ensuring that it is correct.
   v.   Create/update SIMS username, password and specific permissions for staff members

vi.   Uploading students' photos on SIMS.

vii.   Update pastoral structure and populating teaching groups and bands, liaising with all relevant staff to ensure they are correct.

viii.   Allocating form tutors and supervisors to SIMS

ix.   Importing and exporting information to and from third party software that requires access to the MIS, including but not exclusively Renaissance, School Cloud and Parent Mail.

x.   Ensure the accuracy of data from third party softwares before they are allocated to individual records.

    b.   *Management of Students' Progress Data and Renaissance:*

i.   Creating and maintaining the school's MIS templates for collecting academic progress data.

ii.   Ensuring target data for students is complete.

iii.   Generate students reports and upload to students' own records.

iv.   Manage the process for data collection and data entry onto MIS.

v.   Liaising with all relevant members of staff to ensure accuracy of data.

vi.   Overseeing the printing and distribution of grade sheets.

vii.   Prepare exam data form upload to external analysis provider (ALPS).

Management of School Census

General management of school census is achieved through the accurate maintenance of the school MIS. There are other tasks that are need to be undertaken to ensure the accurate uploading of the school census, and therefore top up and pro 16 funding. These will include, but are not limited to:

i.   Overseeing data (academic, pastoral, free school meals and pupil premium) to ensure that information in the census is correct, and therefore funding, is correct.

ii.   Liaising with IT to apply necessary patches and SIMS updates for census preparation.

iii.   Updating Qan codes.

iv.   Checking that condition for funding is met for KS5 students.

v.   Submitting census and dealing with any queries raised.

vi.   Validate return using support from DfE and Pro 16.

If there are inaccuracies in the data and census there are some tasks that will need to be undertaken. These will include but are not limited to:

i. Download ESFA information exchange and completing required information.
ii. Reviewing and amending funding case
iii. Submitting business case for funding
iv. Top up funding
v. Pro 16 funding
vi. Return template for ESFA information exchange, liaise with headteacher

Undertake such other duties as directed and required from time to time, within the reasonable scope of the role.

Hendon School is committed to the protection of children and expects all members of the community to support that commitment. All applicants will be required to complete a Disclosure and Barring Service check (of criminal record), thorough references and overseas background checks (where applicable) before an appointment can be confirmed.

Person Specification

Essential Criteria

Qualifications

- Educated to degree level or relevant qualification in business administration, or equivalent experience.

Experience

- Substantive experience in administration support, preferably in similar setting.
- Line management experience including conducting appraisals.

Knowledge

- A basic knowledge of the academic cycle and major admin functions within a school.
- Knowledge of a range of Microsoft Office applications.

Personal Qualities

- Ability to demonstrate commitment to Equal Opportunities.
- Willingness to participate in further training and developmental opportunities offered by the school, to further knowledge.

Skills & Abilities

- Ability to work in an organised and methodical manner.
- Ability to maintain efficient record keeping systems.
- Ability to identify work priorities and manage workloads to meet deadlines whilst ensuring that lower priority work is kept up to date.
- Demonstrable 'teamwork' skills; reliable, constructive, good listening skills, cooperative, flexible and open.
- Strong IT skills and ability to share knowledge with others.
- Clear and professional communication style.
- Ability to show sensitivity and objectivity in dealing with confidential issues.

Other

- Emotionally mature attitude to issues surrounding student safeguarding, welfare and child protection, appropriate to the nature of the duties and responsibilities of this role.
- Positive attitude to diversity and equality issues with a demonstrable understanding of the community's responsibility to create a welcoming, fair and inclusive environment.

Additional Desirable Criteria

- Experience of working in an academy or school.
- Knowledge of budget management.