



JOB DESCRIPTION

Post:	Office and Data Manager
Reports to:	Assistant Headteacher
Responsibility for:	Administration Team
Grade:	29-32
Contract duration:	Term time + 2 weeks (10 days to be worked inf August for GCSE exam results and preparation for the start of the new academic year), the remaining days to be worked in agreement with Line Manager)
Hours of employment:	36 hours per week

The Office and Data Manager is a key position at Hendon School, ensuring the delivery of efficient and effective student administration and administrative support to our staff. As well as working with student data and school website, the Office and Data Manager delegates tasks, monitors workflow and develops processes and systems to ensure that the Administration Team respond efficiently and effectively to the needs of the School. They will also be required to complete specific administrative tasks and support the team of administrators during peak periods by participating in general admin duties. The role holder will promote a collaborative team that can flexibly respond to the different demands, peaks and troughs of workload throughout the academic cycle.

Summary of major duties and responsibilities

This list is not exclusive or exhaustive

Line Management

Administration team

Administrative Support:

- Day to day administrative support for teaching staff and administrators
- Distribute printing fobs and allocate printing provision for staff
- Oversee the updating and daily running of the student pupil data system

Management of School Management Information System (MIS)

- Liaising with Capita SIMS regarding the SIMS issues coming up for staff
- Support staff with creating reports
- Overseeing data (academic, pastoral, free school meals and pupil premium) to ensure that information is correct.
- Set up academic and pastoral structure on the school MIS accurately for the start of each academic year.
- Create/update SIMS username, password and specific permissions for staff members
- Upload students' photos on SIMS.
- Update pastoral structure and populating teaching groups and bands, liaising with relevant staff to ensure they are correct.
- Import and export information to and from third party software that requires access to the MIS (including but not exclusively Renaissance, School Cloud and Parent Mail).
- Troubleshoot reported problems with the MIS and liaise with the IT support Team and MIS provider as necessary.
- Extend and/or supplement the use of SIMS to serve the present and future needs of the School and assisting with staff training.
- Work closely with IT support staff to ensure the smooth running of data systems.
- Train and support staff entering data into assessment recording systems and act as a key point of contact for user queries on all aspects of the School's SIMS.
- Support the collection and analysis of data relating to Diversity, Equality and Inclusion initiatives as required.

Management of Students' Progress Data:

- Creating and maintaining the school's MIS templates for collecting academic progress data.
- Ensuring target data for students is complete.
- Generate students reports and upload to students' own records.
- Manage the process for data collection and data entry onto MIS.
- Liaising with all relevant members of staff to ensure accuracy of data.
- Oversee the printing and distribution of grade sheets.
- Prepare exam data form upload to external analysis provider (ALPS).

Management of School Census

- Oversee data collection (academic, pastoral, free school meals and pupil premium) to ensure that information in the census is correct, and therefore funding, is correct.
- Liaise with IT to apply necessary patches and SIMS updates for census preparation.
- Update QAN codes.
- Check that conditions for funding are met for KS5 students.

- Submit the census and deal with any queries raised.
- Validate the census return using support from DfE and Pro 16
- Correct inaccuracies in the data and census

Student Attendance

- Liaise with the Assistant Headteacher in charge of attendance to exchange information and determine appropriate levels of intervention.
- ii. Ensure daily register is printed and at hand in the event of an emergency.

Marketing

Oversee that the admissions section of the website is updated regularly, in partnership with school staff, in order to create a welcoming and informative site.

Additional Duties

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

General Responsibilities

Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the school's safeguarding policies.

There is room for flexibility within this position. Therefore, if you do not feel that all of the responsibilities suit your skill set, we would still welcome your application.