

JOB DESCRIPTION – DATA MANAGER

Salary Scale: PO 7

Section A: Job Purpose

1. Have strategic responsibility for the development of the school's information management systems.
2. Have strategic responsibility for the development of the ICT infrastructure to meet the school's curriculum and administration needs.
3. Lead and develop the Data Team in order to support leadership capacity and improved teaching and learning.
4. Be the school's Examination Officer.

Section B: Accountable to Deputy Head Learning and Achievement

Section C: Accountable for Data Officer & Data/Examinations Officer

Section D: Key Accountabilities and Tasks

I. Leadership and Management

Accountabilities	Tasks
1.1 Proactive promotion and maintenance, in conjunction with the senior leadership team, of a shared school ethos of respect for learning and achievement, underpinned by high expectations for behaviour	<p>1.1.i Model high professional standards for the whole school community.</p> <p>1.1.ii Ensure that good order and discipline are maintained at all times and promote amongst staff and students an understanding and appreciation of the school's behaviour policy.</p> <p>1.1.iii Ensure, in conjunction with colleagues, that the school's equal opportunities policies meet all statutory requirements, are effectively implemented and regularly reviewed.</p> <p>1.1.iv Attend school events as appropriate to develop and promote the school's aims and ethos.</p>
1.2 Leadership of ongoing strategic development of the school's information management systems	<p>1.2.i Have overall responsibility for the school's central information systems, and ensure that these are efficiently maintained at all times.</p> <p>1.2.ii Ensure that all relevant student data is disseminated to staff at the start of each year and updated regularly as required and that all annual processes are completed appropriately including supervision of the administration of the annual primary/secondary information transfer programme and sixth form enrolment process.</p> <p>1.2.iii Have overall responsibility for the completion of all returns of data to the LA, DFE and other statutory bodies, acting as the school's lead officer and point of contact with all relevant agencies, and for the collation, processing and dissemination of incoming data.</p> <p>1.2.iv Support the Deputy Head Learning and Achievement in the preparation and maintenance of the whole-school timetable.</p> <p>1.2.v Support members of staff at different levels in their use of the school's management information systems.</p>

	<p>1.2.vi Ensure that all data management and information systems and procedures meet the requirements of the Data Protection and Freedom of Information Acts and monitor compliance throughout the school.</p>
<p>1.3 Leadership and management of the development and maintenance of the school's curriculum and administration ICT infrastructure</p>	<p>1.3.i Monitor and evaluate the ICT managed service contract within the school:</p> <ul style="list-style-type: none"> ▪ ensure the maintenance and lifecycling of the equipment accords with contractual agreements ▪ ensure the work is compliant with professional standards, and legal requirements ▪ undertake any negotiations relating to future projects, assignments, or significant variations to existing contract ▪ negotiate the annual programme of maintenance/upgrade works with RM around the school's core operational hours ▪ ensure that financial penalties for contractual breaches are implemented and tracked. ▪ submit change requests to the authority for changes outside the scope of the contract and to monitor and ensure their implementation. ▪ maintain regular and effective liaison with the contractor in order to manage and monitor performance ▪ take responsibility for resolving issues and problems affecting service delivery and performance requirements that have been set by the LA and the School. ▪ ensure that the contractor complies with the policies and procedures of the school (ie DBS checks, contractor access etc) ▪ provide regular briefing to the head and governors in respect of contract delivery. <p>1.3.ii Advise the ICT Strategy Committee on the development of the ICT systems to meet the changing needs of the school as required.</p> <p>1.3.iii Oversee the specification, implementation and on-going support of the ICT infrastructure in accordance with agreed strategic priorities.</p> <p>1.3.iv Ensure that appropriate audit, security and disaster recovery procedures are in place and are regularly reviewed.</p> <p>1.3.v Administer the schools' Managed Learning Environment, including advising the senior leadership team on the strategic development of the MLE to deliver the school's agenda for transforming learning.</p> <p>1.3.vi Be responsible for the ICT Budgets totalling approximately £200,000.</p> <p>1.3.vii Undertake any other duties within the scope and purpose of this post as directed by the line manager.</p>
<p>1.4 Line management of designated leaders and other staff as appropriate</p>	<p>1.4.i Provide induction and contribute to the professional development of designated staff as appropriate</p>
<p>1.5 Development and maintenance of effective relationships with individuals and organisations including parents, the governing body, Camden LA and the wider</p>	<p>1.5.i Attend meetings of the governors' Learning and Achievement and Resources for Learning committees and full governors' meetings as required</p> <p>1.5.ii Represent the school at relevant local authority meetings and contribute to initiatives to develop authority-wide good practice in information management.</p>

community to further the achievement of the school's aims.	
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2. Learning and Teaching

Accountabilities	Tasks
2.1 Responsibility for contributing to the analysis of student attainment data to ensure the continuous improvement of student achievement	2.1.i Manage the school's assessment and reporting cycle, in consultation with the Assistant Head Learning and Achievement. Manage assessment data and disseminate this as required, including student targets and tracking data, examination results and analysis.
2.2 Leadership and management of all public and internal examinations	<p>2.2.i Manage the administration of all public examinations at KS3, KS4, and KS5, liaise, as the school's lead officer, with examination boards, LA officers and performance data collection agencies.</p> <p>2.2.ii Oversee the efficient delivery of all arrangements for the conduct of public and school examinations in line with examination board requirements and school policy. Be responsible for the quality assurance of the whole examinations process and manage the response to any complaints or breaches of regulations.</p> <p>2.2.iii Liaise with Directors of Learning to prepare examination entries within school policy.</p> <p>2.2.iv Manage the receipt of examination results, the arrangements for distributing these to candidates, their dissemination to staff and the co-ordination of appeals and queries. This will involve being in school when KS4 and KS5 exam results are published during the second and third weeks of August.</p> <p>2.2.v Report to SLT on issues directly relating to the smooth running of examinations.</p> <p>2.2.vi Manage the Examinations Budget totalling approximately £100,000.</p> <p>2.2.vii Liaise with the Assistant Headteacher Learning and Achievement to review and update the school's examinations policy in accordance with the agreed cycle.</p> <p>2.2.viii Represent the school at examinations officers' meetings.</p>

3. Administration, Accommodation, Finance and Resources

Accountabilities	Tasks
3.1 Shared responsibility for the efficient running of the school through effective administration and communication at all levels	3.1.i Be responsible for an equitable share of administrative and organisational tasks 3.1.ii Hold regular meetings with key staff to ensure that information is communicated clearly and promptly and that administrative procedures are supported 3.1.iii Perform other duties commensurate with the status of the post as may from time to time be determined by the headteacher
3.2 Shared responsibility with the headteacher, bursar and governors for establishing budget priorities and evaluating the effectiveness of spending in line with the principles of best value	3.2.i Manage allocated budgets and monitor expenditure 3.2.ii Oversee the management and monitoring of delegated budgets in the areas line managed
3.3 Responsibility for ensuring that facilities and resources in the are used efficiently and that high standards of health and safety, security and maintenance are maintained at all times	3.3.i Oversee the use and maintenance of facilities and resources in the areas line managed 3.3.ii Ensure that high standards of health and safety are adhered to at all times and that accommodation and resources are kept appropriately secure

Specific areas of responsibility allocated to the Deputy and Assistant Headteachers are rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.

PERSON SPECIFICATION – DATA MANAGER

A: Application

I: Interview

T: Task

R: Reference

QUALIFICATIONS	
• Degree in a relevant subject.	A
• GCSE English and Maths at grade C or above or equivalent	A
• Evidence of continued professional development and training in ICT.	A
EXPERIENCE	
• Previous experience of managing an environment dependent on ICT and computer-aided administration; experience of school management information systems would be highly desirable.	A / I / T / R
• Previous experience of planning, implementing and maintaining management information systems.	A / I / T / R
• Some experience of contract management.	A / I / R
• Experience of school timetabling would be desirable.	A / I / R
ABILITIES / SKILLS	
• Excellent interpersonal skills and ability to communicate effectively both orally and in writing with people of all levels both within school and outside.	A / I / T / R
• Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.	A / I / R
• Excellent ICT skills including a high level of competency in MS Word and Excel, experience of using databases and the ability to transfer skills to learn new systems	A / I / T / R
• Ability to manage budgets in excess of £300,000.	A / I / R
• Ability to set up and maintain accurate electronic records and filing systems, to monitor their effectiveness and continue to develop systems to meet the needs of the school	A / I / R
• Ability to work under pressure and ensure that deadlines are met whilst maintaining accuracy and attention to detail.	A / I / T / R
• Proven ability to manage, motivate and train staff.	A / I / R
• Ability to prioritise and organise own workload and that of others.	A / I / R
• Ability to work on own initiative.	A / I / R
• Awareness of responsibilities in the area of Health & Safety.	A / I / R
BEHAVIOURS	
• Proven competence in working independently as part of a team	R
• Proven competence in working in a positive and energising manner	R
• Proven competence in showing grace under pressure / leading and managing change	R
• Proven competence in problem solving	R
• Proven competence in achieving successful outcomes	R
• A satisfactory health, punctuality and attendance record *	R *

COMMITMENTS	
1. Proven commitment to ensuring that the principles and policies of equal opportunities deliver excellent outcomes for all members of the school community	A / I / T / R
2. Commitment to the community ethos of the school	I
3. Commitment to your own continuing professional development	A

* This information will only be requested post-offer of employment