JOB DESCRIPTION

Director of Data and Academic Systems

This job description and Seaford College's Employment Policies, terms and conditions for Teaching Staff set out the terms upon which you will be employed by The Johnson Trust Limited at Seaford College.

Seaford College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Headmaster and member of staff, and will be reviewed annually as part of the performance management process.

JOB PURPOSE: To work with the Senior Leadership to:
- Coordinate and manage the provision of data reporting services for Seaford College
- Deliver the design and maintenance of data reports for the school.
- Be responsible for the integrity and security for all of the school's data.
- Lead and develop the management of the School's MIS and other databases to ensure data is secure and available as appropriate

RESPONSIBLE TO: Deputy Head (Middle School)

In liaison with the School's IT Network & Services Manager and Curriculum management staff, the Data Manager will oversee, develop and maintain the use of data across the school, providing clear, concise and accurate information reports to raise standards of teacher, department and pupil performance and ensure that all data returns (DfE & ISI for example) are accurate and on time.

The job covers managing the MIS (SIMS) and School portals for both the Senior and Prep schools. The successful candidate will require at least a basic knowledge of Microsoft SQL database and SQL Server Reporting Services. Training will be provided as required.

KEY RESPONSIBILITIES:

1. **Data Management:** To review, handle and process Trust data (academic, CRM and web systems including FireFly), to include how data is best utilised and made available for delivery, analysis and planning
2. **Reporting:** To filter, manage and plan requests for reporting of data to ensure that reports are delivered to key stakeholders in a user friendly and timely manner

3. **Report development:** Implement/create bespoke reports using the school's MIS systems that enable academic staff and senior leaders to analyse data and hence act beneficially for the good of all stakeholders

4. **Academic Reporting:** To help develop, maintain all templates for academic reports, and to assist in publishing these reports

5. **Communication Portals:** To oversee the maintenance and access to FireFly, and the link between the MIS and FireFly, for the displaying of School data; supporting staff use; producing analytics on use; and ensuring corporate 'in House' style maintained. To assist with the synchronisation of data between miSocs (calendar and sport) and Room Booking & Parent Evening Booking software

6. **Timetabling:** Assist the Director of Studies and Senior Management Team in compiling and maintaining the academic timetable inputted into the MIS, including maintaining its accurate structure and data throughout the academic year

7. **Stakeholder Management:** Form internal relationships with key departments (Academic, Marketing, HR, Finance) whilst working closely with IT colleagues to understand the data requirements of these departments and develop recommendations to best support their requirements

8. **Service:** To provide a first class customer service, proactively support users' data requirements and be the first point of contact for users of information systems

9. **Data Quality:** Take a lead role in improving and maintaining the quality and accuracy of data, working in support of the Data Protection Officer

10. **Training:** Take the lead in ensuring that the delivery of training on new systems and updates (such as FireFly and the School's MIS) is sufficient for end users and that end user support is in place.

11. **Networking:** To develop effective and collaborative networks with IT colleagues in other schools and technical advisors at the software supplier; look for cost effective ways to share best practice and influence software/system enhancements that will improve the quality, functionality and timeliness of our reporting.

MEASURES:

1. Data Management: Produce and maintain a road map of data management systems in conjunction with the IT Network & Services Manager and relevant senior academic and support staff

2. Reporting: Ensure reports are available in line with the weekly/termly and annual timetables of the Senior and Prep schools

3. Report development: Create reports in a timely fashion and provide relevant data to users in an accessible and user-friendly manner

4. Communication Portal: to oversee the frontline support for Fire-Fly, and to maintain accurate analytics of user data and performance

5. Timetabling: Ensure that imported data from timetabling software into MIS is accurate, and to maintain accurate date throughout the academic year

6. Stakeholder Management: Create and maintain strong internal working relationships. Translate user requirements into useful and accessible data via bespoke reports

7. Service: Prioritise and deliver data requests in a user-friendly fashion. Become a trusted first point of contact for colleagues who seek your expertise and guidance

KEY SKILLS AND EXPERIENCE: (Knowledge, Experience, Skills and Abilities)

1. Demonstrable experience of MIS data management (SIMS experience essential).
2. Strong technical expertise, ideally including an understanding of SQL / RDBMS, some development experience with .Net languages.
3. Ideally reporting development experience – SSRS or Crystal Reports
4. Pro-active attitude focusing on continuous improvements to systems and processes
5. Experience of implementing new systems and data migration is desirable
6. Strong organisational skills
7. Advanced Excel knowledge
8. Strong communication skills, and analytical thought processes.
9. Knowledge of existing school systems and experience of working in a school environment is desirable

KEY INTERFACES:

- Academic and support staff colleagues, and particularly those with data collection or reporting responsibilities
- Parents and pupils in accessing the School's portal services
- Software users in other schools
- Technical Advisors at software suppliers

OPERATING ENVIRONMENT AND CONTEXT OF THE ROLE:

Seaford College aims to provide an outstanding education to all of its pupils such that they leave as well-rounded, confident and successful members of the global community.

Seaford is a co-educational, non-selective school and we are proud to offer an inclusive environment where each individual is known and valued; is given attention and respect. Our aim is to educate the whole person; to find the strengths of each boy and girl and to enable them to succeed.

Seaford College is a mainstream school that welcomes the very brilliant (we have many Oxbridge successes) and those who find the examination culture a challenge. We have the academically gifted, and we have those who may have organisational or processing difficulties. Our real strength is that we enable our pupils to achieve their potential – and beyond.

Our aim is to educate the whole person: to nurture individuality and an acceptance of others' strengths and weaknesses, to develop initiative and an enquiring mind: a hunger for life. A typical Seafordian will be an articulate, confident and well-rounded young person. Seaford College provides an inspirational environment where personal bests are achieved both in and outside the classroom.

The School's Data Manager will be in a position to shape the way that data is managed and delivered to colleagues across the School.

The School, like all educational establishments operates within a strictly regulated environment, readily accessible management information is central to ensuring and demonstrating our compliance, the job holder is the guardian of our data and will be a key port of call for inspectors during any compliance visit.

Good management information is crucial to the School's ability to understand every facet of school life, from timetabling and sporting achievements to its academic and financial performance. It is essential that staff using the systems feel confident in their ability to use them and supported in their learning so that they become effective 'users'.

Excellent use of data will support the College's ambition to become a national leader in educational provision.

GENERAL MATTERS
To assist in such duties and activities relating to the general administration and control of the school as the Headmaster and Governing Body shall, from time to time, reasonably required.

SAFEGUARDING:

Seaford College complies fully with the DfE Guidance 'Keeping Children Safe in Education' and is committed to safeguarding and promoting the welfare of children and young people. The jobholder is expected to share this commitment and comply with all associated internal policies and procedures.

In addition the job holder will ensure that all IT staff understand and comply with Safeguarding policies and procedures and work with relevant colleagues so as to make sure that all children are safe at all times. This role is essential in ensuring that the School provides a safe online environment for all students and staff.