The Nelson Thomlinson School

Job Description

*Title:* **Data Manager**

*Grade:* **BS9**

*Responsible to:* **The Deputy Head teacher – Curriculum and Data**

Main Responsibilities:

* To lead and manage the school’s MIS for data collection and analysis, primarily SIMS Assessment Manager and Course Manager.
* To lead and manage the collection, analysis and presentation of data for a range of end users, notably SMT, Middle leaders, pupils and parents, DfE and Ofsted.
* To maintain the efficiency, accuracy and integrity of the school’s data.

Main Tasks:

* Assessment Manager:
	+ Ensure the smooth running of exam results days
	+ Complete preparatory work ready for each academic year
	+ Organise assessment templates and marksheets
	+ Implement all aspects of the school’s reporting schedule
* Maintain the integration of other systems to monitor and analyse the progress of pupils, such as SISRA and ALPS
* Devise and use ICT processes to analyse pupil data, and produce all relevant reports
* Represent the school at external meetings concerned with the management and analysis of pupil/school performance data.
* Liaise with the Primary Schools for the import of data via common transfer
* Provide technical support for all staff on the MIS, including appropriate documentation to ensure the smooth running of day-to-day data management within the school.
* Log, assess and report faults on the system, arranging for any necessary maintenance.
* Implement all relevant aspects of Data Protection.

N.B. It is essential that the successful candidate is available to work in the set two weeks of exam results (in August).

# Person Specification:

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| **ATTRIBUTES/REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| **EDUCATION, QUALIFICATIONS****AND VOCATIONAL TRAINING** | * 3 GCSE’s at Grade C or above, or equivalent.
 | * 2 GCE ‘A’ Levels or equivalent NVQ qualification.
* Relevant I.T. vocational training.
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| **RELEVANT EXPERIENCE** | * Current experience in using and managing complex MIS
* Current experience of data handling and analysis techniques.
 | * Experience of working within a school or Local Government service in an Education Department.
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| **KNOWLEDGE AND SKILLS** | * Advanced skills in the organization of data.
* Excellent data analysis and presentation skills
* Advanced skills in the use of PC-based systems (Microsoft Office suite), especially Excel
* Skilled in time management
* Able to work to strict deadlines
 | * Experience in the use of Capita SIMS, especially Assessment Manager
* Experience in the use of school performance analysis packages, such as SISRA and ALPS
* Knowledge of DfE school performance measures
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| **PERSONAL CHARACTERISTICS** | * Imaginative and innovative
* Flexible
* Confident
* Accurate in working practices
* Able to multi-task
* Able to self-manage
* Able to problem solve
 | * Able to communicate with non IT-literate colleagues in a sympathetic manner
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| **ADDITIONAL FACTORS** |  | * Organise and deliver staff training as required.
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##### Thank you for your interest. Completed applications should be returned to Mr DS Northwood, Headmaster, The Nelson Thomlinson School, High Street, Wigton, CA7 9PX.

Closing Date: 12.30pm Thursday 2nd November 2017.