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. |
| **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. |
| **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 |
| **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 |
| **ADDITIONAL FACTORS** |  | * Organise and deliver staff training as required. |

##### 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.