***LAMBETH ACADEMY JOB DESCRIPTION***

**POST: Assistant MIS & Data Manager**

**JOB PURPOSE: To support the Cluster & MIS Manager in the development, deployment and administration of SIMS .net and Document Management Systems**

**ACCOUNTABLE TO: Cluster MIS & Data Manager**

**LINE MANAGE: None**

**RESPONSIBLE FOR: Assisting Cluster MIS & Data Manager with SIMS, to provide administrative support and help to the Business Support team and school as a whole.**

**Professional Responsibilities**

1. Data management - To support the Cluster MIS & Data Manager by updating and maintaining the Student Tracking Systems, timetables and any other MIS tasks as required.

The key areas of data management:

* 1. Assist in the management of the Academy’s MIS Systems and the timely maintenance of data with regard to student records management
  2. Assist in the assessment of the Academy reporting systems and produce reports for internal and external use as necessary; creating any additional reports that may be required and maintaining any existing reports to reflect accurately the data held
  3. Assist in the production of statistical returns as required by external bodies, particularly DfE
  4. Assist in the production of data relating to student numbers, retention, achievement, success rates and destination data for internal purposes including the production of student and curriculum related performance indicators, to underpin internal quality assurance processes
  5. Assist the MIS manager in liaising with Academic Managers/Curriculum Leaders to ensure that information is submitted to stated MIS/Quality Assurance Cycle deadlines in full and to specification, including admissions, attendance, learning agreements, achievements and withdrawals
  6. Assist in the production of reports for management analysis and target setting of student retention, achievement and success data
  7. Assist with the design and set up complex templates for all Key Stages
  8. Ensure accurate processes of data calculation and input (e.g. percentage score, agerelated grades, targets, predictions)
  9. Ensure correct data fields are inserted into report templates so that reports are complete and accurate;
  10. To take intital first steps to resolve problems relating to data collection and reports to ensure smooth running of procedures;
  11. Assist with the summary analyses of students’ reports for Year Leaders, Subject Leaders, Senior Leadership Team and the Principal;
  12. Work with the Cluster Data Manager and Senior Leadership Team in setting clear and workable deadlines for data collection and to meet all deadlines;
  13. Assist with planning the whole school assessment calendar, communicating with key stakeholders;
  14. Work with middle leaders to create and manage bespoke Excel spreadsheets to support Department and Year Leaders in analysing data and targeting underachievement;
  15. Conduct tasks requested by staff relating to assessment data and the tracking of students;
  16. To support the Assistant Principal for Data and Assessment with the creation of complex formulae for analysing student performance and confidential staff curriculum targets;
  17. Assist with the setting of appropriate targets for all students using KS2 data and Attainment 8 estimates;
  18. Support with the analysis of cohort data to highlight students and groups of students at risk of underachieving;
  19. Ensure accurate identification and tracking of key students’ groups (e.g. Pupil Premium);
  20. To support with the accurate target-setting process for students without KS2 data;
  21. Assist in compiling lists and maintain statistical data in respect of a class or group of students, undertaking analysis of statistics required by staff;
  22. In liaison with the IT Network Manager ensure the all MIS updates are appropriately installed as soon as possible after release.
  23. To assist the Exams Officer on days when results are notified to candidates and support with any data queries that arise.
  24. To support the Exams Officer with the whole school assessment activities in particular the statutory exam period.
  25. Help to prepare the GCSE and Alevel result headline figures.

1. ***Other Responsibilities***

To undertake any other tasks that may reasonably be assigned by the Principal and Cluster MIS, Data & Exams Manager from time to time.

**Child Protection**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by ULT and the Academy’s safeguarding policy

**Special Conditions of Service**

The postholder may be required to work outside of normal school hours on occasions, with due notice

**Performance Development**

1. To take part in the Academy’s staff development programme by participating in arrangements for further training and professional development.
2. To continue personal development in the relevant areas;
3. To actively engage in the Performance Management Review process.

**Academy Policy**

1. To help implement Academy quality procedures and to adhere to those.
2. To communicate effectively with the parents of students as appropriate.
3. To follow agreed policies for communication in the Academy.
4. To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
5. To attend directed meetings and INSET as required.
6. To follow Lambeth Academy policies.

**Personnel**

To work as a member of a designated team and to contribute positively to effective working relations within the Academy.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the postholder.

We are an inclusive Academy and strive to inspire our community to be the best that it can be. It is our aim to be outstanding in all that we do.

**We take the safeguarding of students and staff seriously at Lambeth Academy. All staff are expected to support this ethos.**

**July 2019**

**ASSISTANT MIS & DATA MANAGER - PERSON SPECIFICATION**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Experience, knowledge and skills** |  |  |
| NVQ Level 3 or equivalent qualification/experience in relevant discipline | Y |  |
| Excellent numeracy and literacy skills including GCSE Maths and English (A\*-C) | Y |  |
| Previous experience of data handling and analysis | Y |  |
| Development and operation of administration systems | Y |  |
| Evidence of further/higher level of education |  | Y |
| Commitment to personal professional development, the development of effective practice and a willingness to share this with colleagues |  | Y |
| Working within education |  | Y |
| Familiarity with schools’ MIS packages |  | Y |
| Able to create and develop new spreadsheets and produce specialist reports | Y |  |
| Excellent working knowledge required of MS Excel | Y |  |
| High levels of organisation and initiative | Y |  |
| Excellent communication and negotiation skills | Y |  |
| A good manager of time | Y |  |
| **Personal qualities** |  |  |
| Able to maintain confidentiality | Y |  |
| Sound judgment and integrity | Y |  |
| Calm under pressure | Y |  |
| Be flexible and responsive to change | Y |  |
| Commit to the academy’s aims & values | Y |  |
| Adopt high standards of behaviour in a professional role | Y |  |
| Commitment to the safeguarding of staff and students | Y |  |
| Is a team player but can be self-motivating if needed | Y |  |

**These will be assessed at interview through the various stages and processes**