**December 2018**

**Job Description**

**Job Title: Data Manager**

**Pay Scale: NJC Scale PO3**

**All-year contract**

**35 hours per week**

**Reporting to: Deputy Headteacher (Systems & Data)**

**About You:**

You will be well-qualified and committed to developing the school’s information and data management systems in order to support the effective use of data by all staff in order to deliver school improvement.

**Job purpose:**

* To oversee, develop and maintain the school’s use of management information systems.
* To produce clear, concise, accurate data information reports.
* To ensure that data returns (e.g census) are accurate and submitted on time.
* To line manage the Exams officer.

**Main Responsibilities**

* The management of the main Management Information System (currently SIMS) in relation to all areas of school work
* Management of all auxiliary/ subsidiary information systems.
* To produce data reports for a variety of parties including the Leadership team, Governing Body, Local Authority, DfE, external organisations (e.g. PIXL) and Ofsted.
* To manage student target setting processes
* To keep up to date with all latest developments in regard to schools’ data, including school performance data, census and other statutory data reporting processes.
* To advise the leadership team on data management processes pertaining to the above.
* To develop (or support development of) internal data systems.
* To support and train staff at all levels in the effective use of data and information systems.
* To line manage the Exams officer in order to ensure that all responsibilities and accountabilities attached to that role are carried out effectively.
* To respond to educational developments which have implications for data management and analyses of pupil assessment data.
* Work with the timetabler to ensure that systems are in place to ensure accurate collection of data for both the census and exam entries.
* Ensuring that appropriate systems and procedures are place, so that the school remains compliant with all data protection legislation, in particular the General Data Protection Regulation (GDPR). Being a member (with the Director of Finance & Operations and Network Manager) of the Data Protection Monitoring Group
* Support the work of the timetabler in regard to various administrative tasks (e.g. class lists, the options process)
* Ensure the school’s MIS software is up to date working through the IT Manager when update installations are required.
* Devising and developing systems and procedures to ensure that school information systems are compliant with all relevant legislation and are as useful to the school as possible.

**Other Responsibilities**

* To undertake other duties consistent with the scope of the post and within the competence of the post holder as required, in accordance with the school’s aims and objectives.
* Ensure equality of opportunity for all staff, students, parents, visitors and stakeholders.
* Act as an ambassador for the school creating a positive and professional image to current and potential students, parents and other stakeholders.

**Equalities**

* Haverstock School and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation
* The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Safeguarding Children**

* The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder’s responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Safeguarding Policy at all times.

**Person Specification**

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| --- | --- | --- | --- | --- |
|  | **Categories** | **Essential / Desirable** | **Assessed by:** | |
| **Application** | **interview** |
| 1 | Evidence of continuing professional development | E | / |  |
| 2 | Experience of developing and managing data/ information collection and reporting systems | E | / | / |
| 3 | Experience of providing data support and reports to senior leaders | E | / | / |
| 4 | Experience of working with SIMs or another, similar schools’ Management Information System | D | / | / |
| 5 | Experience of using Microsoft data management packages including MS Excel at a high level for data analysis purposes | E | / | / |
| 6 | Knowledge of current school specific statutory and regulatory reporting requirements | D | / | / |
| 7 | Effective ICT skills | E | / | / |
| 8 | Effective verbal, presentation and written communication skills | E | / | / |
| 9 | Ability to work under pressure, prioritising tasks, working to deadlines and using own initiative | E | / | / |
| 10 | Ability to work as part of a team | E | / | / |
| 11 | Experience of managing other staff | D | / |  |
| 12 | Effective interpersonal skills | E | / | / |
| 13 | Experience of working as Data Manager in a secondary school setting | D | / |  |
| 14 | Commitment to working flexibly as required to meet the needs of the organisation | E | / | / |
| 15 | Effective organisational skills | E | / | / |
| 16 | The highest levels of professional and personal integrity | E | / | / |
| 17 | Personal resilience, persistence and perseverance | E | / | / |
| 18 | A willingness to develop personally through further training opportunities and needs | E | / | / |

Haverstock is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced DBS disclosure.