

Queen Margaret's is a fully independent boarding and day school for girls aged 11-18, located in 75 acres of parkland, six miles south of the ancient city of York. Established in 1901, the School is proud of its traditions and Anglican foundation. Excellent pastoral care, with an emphasis on inclusion and opportunity are hallmarks of a QM education.

Queen Margaret's is looking to recruit a Data Manager to take day to day responsibility for the integrity, analysis and reporting of data within the School's MIS system (Management Information System-currently iSAMS) and also to manage and develop the School's use of performance and assessment data for each girl to achieve the best educational outcome for each girl. This role is for term time (33 weeks pa) plus 6 weeks to be spread across each the School holiday periods but to include the weeks of GCSE and 'A' level results.

Job Description

The prime responsibility of the Data Manager will be work with the Director of Studies to oversee and develop the use of the School MIS to ensure it is run effectively day to day, that its use is promoted throughout the School ensuring efficient and effective generation and tracking of the data including reporting, attendance, examinations, performance and assessment. The Data Manager will be a key member of the School's administrative staff working closely with the Director of Studies and the Examinations Officer.

The Data Manager will be proactive in looking to develop and enhance the functionality of the School MIS, improve analysis and target setting and support the strategic direction of the School in its use of data

Main Role and Responsibilities

Data Management:

- Day to day responsibility for the School MIS.
- Setting up the pastoral and academic information at the beginning of each academic year and maintaining it thereafter.
- To develop and deliver the effective implementation of new applications and working practices as agreed
- To provide target setting information and performance reports for the Senior Leadership Team, Governors and external bodies such as ISI.
- To provide statistical analysis of data as required, in particular to enable any girl not achieving her full potential to be identified information on 'QM progress tracker' updated as appropriate.
- To assist other members of staff in producing statistical data from the School MIS using the full functionality of the School MIS and its associated SQL database
- Provide first line support to assist staff in resolving any issues arising with the database.
- Liaising with the School's IT department and the software provider as necessary drive improvement, ensure all upgrades are implemented and that users and user accounts are appropriately maintained and provide information about development and issues regarding the software.
- To maintain and develop the content of the Parent Portal.
- To support the Examinations Officer with regard to all census reports.
- Working closely with the Director of Studies and the Director of Digital Strategy evaluate and research new opportunities for effective use of data in the context of the School's Development Plan,
- To provide training in School management information systems to other members of staff in order to continually upgrade skill levels and ensure maximum effectiveness.
- Implementation of ad hoc projects as required.
- Undertake any reasonable duties as may be required by the Head from time to time
- Working with other departments as necessary, ensuring that the data in the School MIS is consistent with those used in other systems around the School

Assessment

- To work with the Director of Studies to plan the Assessment Calendar.
- To ensure that teachers are aware of the data requirements and key dates.
- To develop and implement the QM Progress system for analysis of outcomes and predictions.
- To lead on importing results and database information from other systems such as CEM information, to provide a comprehensive set of base data for all girls.

- To create and maintain records, templates and mark sheets for assessments.
- To maintain the templates and mark sheets used in the School MIS to ensure that correct mark sheets are available to staff throughout the academic year.
- To use the assessment data to provide the Senior Leadership Team with statistical analysis data.
- To compile and maintain statistical data in respect of a class, year group and subject undertaking analysis of statistics required by staff.

Reports

- To create and maintain the templates used to produce the Progress Reports.
- To review teachers' input, including all assessment and comment data fields that are included in reports and to make any necessary corrections or liaise with teachers where errors occur.
- To work with admin team in the production of the reports and assist as required with collation and checking of reports.
- To be responsible for the completion of reports by the date in the Assessment Calendar and published to parents.

Examinations

- To provide the Senior Leadership Team with on-going analysis of KS4 and KS5 exam data, both predicated and actual, including A*-C data, levels of progress, residuals, etc.
- To produce key performance indicators as required.
- To update and maintain a three year profile of achieved and predicted KS4 and KS5 results for all GCSE and A level girls, to provide an overview of an individual progress.
- To work with the Examinations Officer to ensure that all examinations are recorded on the School MIS and to assist in producing statistical data required when GCSE and A level results are released in August.
- To assist the Director of Studies in the production of results for forwarding to the Marketing Department
- To analyse and provide information for the Director of Studies on GCSE and A level examination results before, on and after results days.
- To work closely with the Examinations Officer during the exam season and internal examinations.

Maintenance

- Ensuring that the data structures are adequate to the task, including the integrity, consistency and coherence of aspects together with the data; keeping the data as up to date as possible; working with IT to maximise the user experience of the School MIS

Miscellaneous

- The flexibility to work some additional hours on occasions, if required to meet deadlines for the production of reports/databases.
- It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain those wishing to take on additional responsibilities and activities that could positively affect their own, their teams, or the School's development and improvement.

PLEASE NOTE: Any reference to the School MIS should be read to include any alternative management information system the School might choose to implement in the future

Person Specification

ATTRIBUTE	ESSENTIAL	DESIRABLE
Experience	- Knowledge of data management - Organise and develop effective systems - Be innovative and creative in developing solutions - Work to high levels of accuracy - Take initiative and work independently - Strong communicator both verbally and in writing and be able to communicate effectively with non IT professionals - Strong analytical, evaluation and problem solving skills - Experience of working with Microsoft SQL	- Knowledge of data management within a School environment - Experience of the School MIS
Skills/knowledge	- Excellent literacy, numeracy and IT skills - Ability and motivation to review and improve practice continuously - Ability to work strategically and to seek and implement creative solutions - Excellent management and inter personal skills - Ability to build good working relationship with all staff, students, parents - Motivated to complete tasks, seek solutions - Ability to prioritise tasks effectively	- Strong analysis and impact evaluation skills - Ability and motivation to review and improve practice continuously - Ability to use advanced formulas, macros and advanced functions to manipulate data and present data would be highly valuable. - Ability to work strategically and to seek and implement creative solutions - Excellent leadership skills and the ability to inspire colleagues - Ability to build good working relationship with all (staff, students, parents) - Ability to prioritise workloads and to work to given deadlines - Ability to ensure that change is handled in a responsible and unified manner - Knowledge of school accountability measures
Qualifications	Ideally degree or equivalent (preferably IT based) with GCSE Mathematics and English (grade C or above) or equivalent.	

Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment terms and conditions will be confirmed in the successful candidate's letter of appointment. The Data Manager shall be subject to the School's rules, policies and procedures as set out in the non-contractual Staff Handbook as amended from time to time. It is part of his or her responsibility to be familiar with the provisions of the Staff Handbook

1. Working Hours

This is a predominantly term-time appointment (33 weeks) but with an additional six weeks to be worked across the Christmas (1 week), Easter (1 week) and Summer holidays (4 weeks to include the weeks of GCSE and 'A' level results). Normal hours of work are expected to be 08:30 to 17:30hrs (Monday – Friday). There may be the requirement for occasional Saturday working.

2. Appointment

The Data Manager is appointed by the Head, subject to enhanced DBS clearance and receipt of satisfactory references. The appointee will be required to complete a confidential medical questionnaire (and undergo a medical examination where applicable, the costs of which will be met by the School).

3. Line Management

The Data Manager reports to the Director of Studies.

4. Professional Development and Appraisal

All staff are expected to participate fully in the School's professional review process and seek opportunities to progress their development through training, observation and discussion.

5. Holiday Entitlement

This is a part-time role which attracts an annual holiday entitlement of 28 days (including English Bank Holidays), calculated on a pro rata basis (equivalent to 33 days full time). The Data Manager's holiday entitlement must be taken outside term time.

6. Request for Absence and Sick Leave

The Data Manager shall make any requests for absence during term time in writing (letter or email) to the Director of Studies, who will make consistent and transparent judgements based upon the best interest of the girls and the School. Sufficient notice must be given. The School's sick leave policy is included within the Staff Handbook

7. Salary and Pension

This post will attract a salary of c£21,250 to c£23,250 per annum (full time equivalent c£25,000 to c£27,500) depending on experience, paid in monthly instalments in arrears from the agreed date of appointment and is inclusive of holiday pay. The appointee will be eligible to join QM's own staff pension scheme, which is a contributory money purchase scheme (6% employee and 8.4% employer).

8. Safeguarding & Child Protection

All employees of Queen Margaret's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, this must be reported to the Designated Safeguarding Lead or her Deputy. Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Queen Margaret's School

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