+ Job Description

+ Job title: Data & timetabling manager

+ Responsible to: Head of senior school

+ Hours: Full year with flexibility for occasional early starts to ensure lesson and duty cover in place.

+ Salary: SM1 P37 £41,701

+ Main Purpose of the role:

This role is responsible for managing the integrity of the school's management information system and systems related to timetabling, tracking and reporting of student information. This role is also responsible for supporting the Vice Principal and Head of Senior School with day-to-day GDPR data protection compliance, working alongside the outsourced Data Protection Officer.

+ Main Responsibilities

Data management

- To manage the MIS on a day to day basis
- Line management and oversight of the daily working of the Data Assistant
- To work with the Director of Assessment to ensure student data is accurate and up to date, and that regular data cleansing exercises and audits are taking place
- Lead on the management of systems and required data at the start of each school year, maintaining this throughout the year
- Maintain, use and train others to use SISRA Analytics, ALPS and CEM data analysis tools along with other systems as they are adopted by GSAL
- Liaise with the Director of Assessment regarding systems around Assessment and Reporting
- To continually review practices in consultation with senior leaders with the aim to improve dissemination of meaningful data across school and to the Governors.
- Maintain and further develop the use of Power BI in school, for the analysis of data.

Timetabling

- Assist with the process of creating and maintaining the primary and senior school timetables, including duty and assessment timetables

- Manage academic and operational calendars, including preparation of new academic year calendars and suspension of classes as appropriate within SIMS

MIS
- Manage all aspects of access and use of MIS
- Operate routine processes in MIS and related systems
- Manage MIS integration with My GSAL Portal
- Carry out MIS induction for all new staff members and provide MIS support for all staff in the form of training sessions and help guides
- Liaise with Computer Services to ensure that MIS updates are applied as appropriate

Reporting
- Develop and manage the parental reporting and Assessment Manager systems enabling efficient reporting on student progress throughout all sections of school

Data protection and GDPR
- To ensure staff understand their statutory obligations and responsibilities regarding data protection.
- Work alongside the outsourced DPO to ensure data protection policies, protocols and other compliance documents are up to date and fit for purpose
- As required to work closely with and take relevant advice from data protection experts and the Information Commissioner to ensure ongoing compliance with data protection legislation. This includes regular auditing of processes and reporting as required to SLT, the Principal and the Governing Body
- To support with the collation of and tracking of subject access requests (SAR's) and data breaches in conjunction with the outsourced DPO
- To work with the outsourced DPO with any data protection requests or complaints

Other
- Manage the preparation of statutory and other data returns to a high standard including those for ISI, ISC, HMC, Leeds Local Authority and the DfE
- Keep up to date with different MIS solutions to support Data Management & Timetabling
- Keep abreast of changes to Data Protection compliance
- Support other departments with data analysis projects as required
- Manage parent access to GSAL World and sQuid
- Management of other online resources including online textbook accounts for staff and pupils and baseline testing sites
- Line manage the Data Assistant and fill in as required with the assignment of lesson and duty cover for planned and unplanned staff absences for senior school teachers as directed by the relevant member of SS SLT
- Working knowledge of Microsoft Azure would be beneficial but is not essential.

General

- Any other assistance as may be requested from time to time by a member of the Senior Leadership Team or management in order to facilitate the smooth running of the school which may include cover in another area of the school.
- This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal.
- All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
- All staff should be aware of the School's Health & Safety Policy and implement it as appropriate.

Person Specification

+ Qualifications & attainments

1. GCSE in English and Maths, grade C or above, or equivalent

+ Experience & knowledge

2. Experience of preparing and controlling data and checking for accuracy in a busy environment.
3. Experience of working within a school environment and of using SIMS or another School MIS would be an advantage, but full training will be provided
4. Experience in identifying and implementing systems change and improvement.
5. Experience of the requirements in handling data, including a good understanding of the responsibilities in processing data is desirable
6. Experience in designing and producing both simple and comprehensive reports.
7. Understanding and knowledge of school data requirements, school performance statistics and statutory data reporting requirements is desirable
8. A willingness and aptitude for delivering small group, or one-to-one training to colleagues on data related matters
9. Knowledge of Microsoft Azure, Power BI would be beneficial but is not essential
10. Advanced spreadsheet knowledge would be beneficial
11. Knowledge of examination and invigilator timetabling would be useful, but is not essential

+ Skills & qualities

12. The ability and skills to analyse complex data and manipulate information and data
13. Substantial problem-solving skills with the ability to think laterally
14. Strong IT skills, with the skills to quickly become expert in new systems
15. Highly efficient and meticulous with strong attention to detail
16. Excellent planning and organisational skills with the ability to prioritise demanding workloads, juggling multiple projects and deadlines
17. Flexibility to adapt quickly to changing circumstances
18. Self-motivated with the ability to work independently and manage own workload
19. Strong communication skills, both in writing and verbally, with the ability to liaise effectively with others 19. A strong team player who actively helps and supports others

+ Values & ethos

20. Openness to new ideas and practices, adaptable with a positive 'can do' attitude
21. A commitment to continuous professional development
22. A supportive understanding of the ethos of independent education, with a commitment to the school and its success.
23. Commitment to the School's policy on, and promotion of Equity, Diversity and Inclusion
24. Commitment to child protection and the promotion of a safe environment for children and young people to learn in.