



# The Henrietta Barnett School

## School Information & Data Manager

Full Time

Permanent

### Job Description

This key role is to manage the sourcing, inputting, administration and processing of a range of school data and work closely with senior and middle leaders to provide them with relevant information support as required. In addition, the role is to work as a member of the support staff to the smooth running of the general administration of the school. Training will be provided as required.

The following gives an overview of the responsibilities of the role. The list is not exhaustive and will adapt in consultation with the post-holder:

- To oversee, lead and facilitate the school's use of its MIS (currently SIMS) and associated modules, including, but not limited to:
  - maintenance of staff personnel information and permission levels within the MIS
  - submission of required data to the Department of Education at school census points
  - maintenance of the daily school timetable in the MIS
  - input and continuous management of students' personal and academic data, including new admissions and student leavers, including CTF transfer
  - designing and running MIS reports to extract information about student groups e.g. for attendance or assessment analysis purposes, as required by senior leaders
  - design and maintenance of assessment, registration and reporting mark sheets and templates;
- To liaise with, advise and support other significant users of SIMS modules e.g. timetabling, options, examinations, cover, attendance, including deputising if regular user unavailable;
- To support colleagues in sourcing and processing other forms of school data;
- To support the school's GDPO, School Business Manager and Senior Team and other staff in processing GDPR queries, Subject Access Requests and Freedom of Information requests;
- To support and develop use of database systems and applications linked to the MIS e.g. assessment/tracking; online parents evenings; Year 7/12 admissions;
- To take responsibility for downloading, storing and signposting DfE information as relevant to the school;
- To contribute to line management within support staff, as appropriate and required;
- Work collegiately on administration tasks as required including covering reception.

## Person Specification

- Trustworthy with absolute integrity and able to work within a highly confidential environment
- Advanced IT skills including spreadsheets, databases, management information and online survey tools.
- Experience of school management information systems (MIS), e.g. SIMS, is highly desirable; top-up training will be provided.
- Excellent communication skills, both written and oral
- Efficient and effective organisational skills
- Impeccable attention to detail, and pride in the production of prompt and accurate outcomes
- Strong interpersonal skills and a willing approach to being part of a team
- Ability to handle people/situations with patience, discretion, tact and diplomacy
- Ability to be flexible and to ensure priorities are met, to work accurately under pressure, independently on your initiative and to prioritise effectively
- Relevant experience within schools would be an advantage but not essential

The School Information & Data Manager reports to the School Business Manager.

Salary: FTE equivalent Outer London SCP 18-26 (depending on skills, qualifications and experience).

The post is full time.

We are seeking the best qualified candidate for this role. Whilst the advertised role is for a full-time, 5 days per week, we would consider applications from candidates who would prefer to work on a 3.5, 4 or 4.5 days a week basis; duties and salary would be applied accordingly.

For further information and an application form, please see the School's website. Applications must be submitted on the application form and be accompanied by a letter detailing reasons for applying for the post and suitability for it, and send to [recruitment@hbschool.org.uk](mailto:recruitment@hbschool.org.uk)

The school is committed to the promotion of equal opportunities and diversity.

The school has a clear commitment to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to apply for an Enhanced Disclosure for the Disclosure and Barring Service (formerly known as Criminals Records Bureau). The role is exempt from the Rehabilitation of Offenders Act 1974. Shortlisted candidates will also be subject to further checks including those on social media.