

JOB DESCRIPTION

POST TITLE:	Student and Data Services Manager
STATUS:	Full Time, 36 Hrs per week
SALARY:	PO5
LINE MANAGER:	Senior Leadership Team Representative

Core Purpose

- To lead and manage team including three officers providing a range of student support services for the school, incorporating exams, assessment, admissions, attendance and behaviour and to assume ultimate responsibility for all these functions.
- To be responsible for the strategic leadership of all aspects of the school's data processes and procedures in a manner that will improve the efficiency and quality of data capture and presentation to all school staff and, ultimately, assist in raising student outcomes.

DUTIES AND RESPONSIBILITIES

Responsibilities

- Direct line management, development and appraisal of three officers (SO1 & Sc6) plus responsibility for large pool of exam invigilators (employed directly by the school and via agency)
- Fully responsible for the school's education management information systems (SIMS, Sistra) including:
 - Drive forward use of MIS to ensure full and efficient capture of all school data (e.g. including SEN, Behaviour Management, Attendance, Assessment)
 - Develop and champion the use of Management Information Systems, particularly to improve standards across the school providing internal consultancy to individuals and departments as required.
 - Train internal staff to required level of competency in technical subjects (e.g. MS Office, SIMS, timetabling (NovaT6) and Sistra).
 - Ensure that all MIS problems and upgrades are resolved in a timely fashion
- Responsible for oversight of procedures and processes to ensure examinations (internal and external) run in accordance with statutory requirements.
- Responsible for exams budgets (approx. £100k)
- Ensure admissions processes (both mid term 'MTA' and annual new year 7 intake 'Transition') are managed and delivered as required.
- Responsible for oversight of procedures and processes to ensure student attendance is managed and improved.
- Develop strategies to ensure successful outcomes from external inspections such as Ofsted

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- Identify strategic issues and develop solutions in concert with SLT.
- Lead on implementation of technical initiatives required by the School Strategic Plan.
- Develop the school's learning platform, in liaison with all stakeholders.
- Delivery of verbal and written report to the SLT and Governing Body.
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- Ensure compliance with relevant legislation such as Data Protection and the Freedom of Information Act.
- Specific Data Management Responsibilities including:
 - Ensure that all the school's statutory data collections are realised accurately
 - Administer and manage school pupil reporting procedures including design of report templates.
 - Provide procedures and support to ensure that assessment data collections are realised as comprehensively as possible.
 - Provide procedures and support for the Year 9 Options cycle
 - Work with the Deputy Head Teacher to construct a school timetable to best serve the academic and pastoral needs of the school.
 - Work closely with the Deputy Head Teacher to ensure that accurate student monitoring takes place.
 - Produce accurate and comprehensive data analysis as required for all stakeholders.
 - Advise and assist in student target setting.
 - Advise and assist on usage of Performance Tables and other key websites (e.g. Raise, FFT) to ensure the best outcomes for the school.

Duties

- Carry out and / or delegate tasks required to ensure that all job responsibilities are fulfilled.
- Maintain knowledge of all school policies related to the job role including but not limited to Health and Safety and Equality.
- Proactively ensure that all skills essential for the post are kept up to date.
- Keep up to date with and react to changes in local and national education policy that could have an impact on the role and its responsibilities.
- Undertake any other duties as reasonably requested by the Head teacher or the Deputies.
- Undertake fire warden duties if required by the School

Whilst every effort has been made to set down the main responsibilities and duties of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school and Hackney Learning Trust policies.

Signed:..... Date

Head teacher

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Signed:..... Date

Business Manager

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date.....

Data Manager

PERSON SPECIFICATION

(Essential)

- Extensive experience of working within an Education environment
- Extensive experience of working with and supporting ICT and / or data environments
- Excellent knowledge and understanding of secondary education processes (i.e. curriculum, timetabling, key stages, assessment, examinations)
- Excellent and proven knowledge of SIMS and / or other Education Management Information Systems
- Excellent knowledge of Data Analysis techniques with a particular emphasis on those used in education (e.g. targets, predictions, value added, benchmarking)
- Advanced knowledge of Excel (preferably with VBA)
- Experience and knowledge of Microsoft SQL Server
- Experience of working with a third party ICT provider
- Sound line management skills - ability to manage, organise and motivate staff
- Sound time management and prioritisation skills.
- Self-motivation and a desire for excellence.
- Excellent problem solving skills
- Ability to work with limited supervision and utilise initiative.
- Ability to provide quality documentation, reports and presentations to audiences of all levels
- Excellent communication skills – able to work with all school and external stakeholders
- Sound organisational skills
- Flexible working approach
- Experience of presenting to and training large and small audiences
- Educated to at least 'A' Level
- Professional appearance and manner
- Flexibility to adapt quickly to rapidly changing circumstances.
- Awareness of Equal Opportunity Issues
- Understanding of the Data Protection Act, with particular reference to child protection procedures.
- Preparedness to occasionally work outside normal office hours

(Desirable)

- Have a 2:1 degree level qualification.
- Have analytical academic qualifications.
- Project management skills
- Genuine interest in and enthusiasm for the role of ICT in education