

THE HELIX EDUCATION CENTRE

Job Description & Person Specification

POSITION:	Data Manager & Website Lead
GRADE:	G7 (Actual £26,198 - £27,711)
Contract type:	30 hours per week – TTO plus 1 week in Summer Holidays
RESPONSIBLE TO:	The Headteacher
Location:	94 Uxbridge Road, Harrow, HA3 6DH
Date:	December 2024

JOB OVERVIEW:

- This is an exciting opportunity for an experienced Data Manager & Website Lead to join our team and lead these critical functions.
- You will be responsible for the curation and analysis of data across the school.
- You will oversee the storage of data in our MIS and the use of information within our school.
- You will write reports, and manage 3rd party reporting systems (such as Power BI), which empowers users to undertake their own analysis.
- You will provide reports, as requested, for all stakeholders including the DfE, the Management Committee, Local Authority and the school leadership team
- To maintain and update the Centres' databases; setting up, collecting and exporting assessment data to track student progress and produce termly reports throughout the year
- To be responsible for the Management of statutory returns processes such as the school census

KEY RESPONSIBILITIES:

Specific to Data

- Oversight of all aspects of the MIS system
- Oversight of housekeeping routines to keep the MIS in good shape. This includes validating group memberships, running database diagnostics, deleting unlinked contacts, etc
- Management of data including assessment, examinations and performance analysis.
- Attending meetings as appropriate
- Help in advising on the use of data and relevant software relating to the Service.
- Processing and reporting pupils' academic records in such ways as the school may require.
- Assist in publishing summary and statistical information derived from these records as required.
- Help combine data received from a variety of outside agencies and internal sources (e.g. external exam grades, coursework marks) and linking it with the school's database.
- Be familiar with and have the ability to customise the operation of appropriate software to enable the collection and reporting of data to suit the requirements of the day.
- Liaising with relevant colleagues in school, local authority, and other support agencies as required.

Assessment & Reporting

- Oversight of internal assessment processes – including setting up data sheets and ensuring accuracy within the data set
- Administration and support standardised baseline testing
- Working alongside the SLT & Teachers as required to co-ordinate sittings and ensure students sit assessments
- Tracking of key groups of pupils, in consultation with SLT & Teachers
- End of Key Stage data : Y1/Y2 Phonics data to LA (if there are eligible pupils on roll during Summer Term)
- KS2 TA submission to Primary Assessment Gateway (if there are eligible pupils on roll during Summer Term)
- Information on pupils who can be included in the Alternative Provision Census in January. The census period is whole year so we can establish termly catch up to avoid excess workload at the end of year.
- School Census
- Duplicates - as part of the school census (to have a timeline for the pupils since they were admitted, especially looking at pupils' school start and leave dates in agreement with the other schools, pupils' enrolment status in agreement with the start and leaving dates as well as with other schools and tuition status of the pupils).
- Reporting on Suspensions - as part of the school census
- Responding to KS2 & KS4 DfE Checking Exercise

Specific to Admin

- Maintain database for pupil admissions and leavers, etc. and production of reports as required.
- Downloading and uploading CTFs and CMLs as necessary
- Responsible for updating group lists and updating pupils as per list on MIS system
- Responsible for updating pupils reward charts
- Manage and provide attendance data and support for staff, for areas principally associated with the curriculum, in order to maintain the school effectiveness and efficiency
- Liaison with the Data protection officer to ensure compliance with UK-GDPR guidance
- Support with FOI and SAR requests

OTHER DUTIES AND ACCOUNTABILITIES

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher/School Business Manager/DSL
- Adopt flexible working practices where required
- Ensure compliance with your responsibilities as laid out in the school's equal opportunity policy and take an active role in promoting equality and diversity
- Take part in performance appraisal.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility as and when required and with agreement
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- To respect the confidentiality of all information relating to pupils, staff and their families
- The duties of the post outlined above are not exhaustive, and the post holder will be expected to be co-operative and flexible, undertaking such other duties as may reasonably be required of a member of administrative staff in a school.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the postholder

PERSON SPECIFICATION

POSITION: Data Officer & Website Lead

Grade: G7

How identified: A/I (application form/Interview)

EDUCATION, QUALIFICATIONS & TRAINING:	Essential	Desirable	A/I
Evidence of training and/or qualifications which reflect appropriate skills eg NVQ Level 3 or equivalent	Yes		A/I
Good literacy and numeracy – GCSE Maths and English	Yes		A
Excellent computer Literacy & Analytical skills	Yes		A/I

EXPERIENCE:	Essential	Desirable	A/I
Experience of working in a busy environment	Yes		A
Experience of working in a school or similar educational environment		Yes	A/I
Experience of SIMS/ARBOR or other School MIS system	Yes		A/I
Experience of Data Analysis	Yes		A/I

KNOWLEDGE, SKILLS AND ABILITIES	Essential	Desirable	A/I
Experience of specific school based MIS system eg Sims/ARBOUR	Yes		A/I
Excellent knowledge of email and Microsoft office applications	Yes		A/I
Able to work within agreed parameters	Yes		A/I
Ability to cope with periods of pressure work flexibly and proactively address issues	Yes		I
Able to maintain complete confidentiality and discretion at all times combined with a calm personality and sound judgment	Yes		A/I
Effective work presentation skills and a high degree of accuracy	Yes		A/I
Data Security – Rules surrounding data protection	Yes		A/I
Attendance – how this is calculated who is included, different ways of measuring and reporting absence		Yes	A/I
Suspensions & Exclusions – what measures and how they are calculated		Yes	A/I
Benchmarking: Where to find relevant National data, and how to explore data tables download and interpret performance table data		Yes	A/I

PERSONAL QUALITIES	Essential	Desirable	A/I
Planning and prioritising own workload and managing conflicting demands	Yes		A/I
Able to work flexibly to meet deadlines and unplanned situations	Yes		A/I
A commitment to safeguarding & promoting the welfare of children and young people	Yes		A/I
Evidence of excellent attendance and punctuality record	Yes		A/I
Approaching data with confidentiality, integrity and professionalism at all times	Yes		A/I
Are a great communicator and can communicate well verbally and in writing, especially in the presentation of data	Yes		A/I
You are a self-starter who is able to take direction but also able to use your own initiative	Yes		A/I
You are a 'can do' person who works positively and collaboratively.	Yes		A/I
Demonstrates a high level of professional conduct in interaction with the school community.	Yes		A/I