



## **Data Manager**

**33 hrs per week/39  
weeks per year**

**February or March 2024**

**Dr Challoner's High School**

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## Job Description – Data Manager

Responsible to	Deputy Head (Academic)
Pay scale	Pay Range 6 £32,434-£35,715 FTE, £24,598 (actual)
Terms and Conditions	33 hours per week, five days per week, term time (39 weeks) + 6 days in the second half of August. Note: we can offer some flexibility with start and finish times. Some flexibility over patterns of work would be desirable.

### Purpose of job

To manage the school's data systems and processes so that they provide timely, user-friendly and impactful information for monitoring, compliance and to help raise standards. To be accountable for the quality of data systems within the school and for the quality of data prepared for a range of audiences including staff, governors and parents.

### Principal Accountabilities:

- To lead the development and maintenance of data systems across the school so that data is up to date, accurate, accessible and well presented for a range of audiences.
- To maximise the functionality of the school's MIS (SIMS) to ensure ease of data capture and publication.
- To manage the school's commitments for the reporting of data to the Local Authority, Department for Education and other agencies, making sure that our commitments are met and that the data transferred is highly accurate and reliable. This includes the school census and workforce census.
- To line-manage data and IT-related staff.
- To provide timely data that enables school leaders and teachers to accurately evaluate performance, set targets and monitor the impact of interventions, this includes data such as FFT/ALIS/CATs
- To make sure that data systems are sophisticated enough to allow the school to evaluate the performance of every girl in every subject. This may involve liaison with other local schools to ensure that we are using best practice.
- To help staff with queries and ad hoc data requests and training
- To work closely with the ICT support team to ensure that the MIS and other systems operate effectively to support the needs of staff.
- To facilitate data transfer/updates to all other school systems (Evolve, Catering, Raisers Edge, CPOMS etc.)
- To promptly update registers throughout the academic year with changes to student timetables, particularly in relation to option changes, Sixth Form PE and Year 12 Co-curricular studies.
- To work closely with the ICT support team to ensure that the MIS and other systems operate effectively to support the needs of staff
- To contribute to the development of the school's timetable
- To implement regular checking processes to ensure accuracy of both internal and externally reported data through the academic year
- To implement changes that improve our data processes and systems in school.
- Liaising with County and internal Admissions teams to import and manage leavers and starters
- Working with reporting co-ordinator to ensure SIMS Student and Parent apps are available and accurate.
- Creation and management of SIMS Options programmes

### General responsibilities common to all staff

1. To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
2. To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities



- and Health and Safety.
3. Support and contribute to the School's responsibility for safeguarding students.
  4. To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
  5. To deal with all telephone and personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
  6. To participate in the School's performance management process.
  7. To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
  8. To undertake training and development relevant to the post.
  9. Work within the school's Diversity/Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
  10. Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
  11. At Dr Challoner's High School staff share the responsibility to promote and safeguard the welfare of children and young people for whom they are responsible or with whom they come into contact. In doing so, staff are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy.
  12. Undertake other reasonable duties related to the job purpose required from time to time.

### Person Specification – Data Manager

<b>Qualifications</b>	Five A* - C grades at GCSE including English and Maths, or equivalent (E)
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Significant IT, data analysis and data handling experience (E)</li> <li>2. Experience of using ICT to support administration including the accurate use of spreadsheets and Word (E)</li> <li>3. Experience of administering database systems involving large numbers of staff and/or students or large data sets (E)</li> <li>4. Experience of managing staff in a supportive way (E)</li> </ol>
<b>Knowledge, Skills and Personal Qualities</b>	<ol style="list-style-type: none"> <li>5. The ability to manage and lead staff so that they thrive (E)</li> <li>6. To be comfortable, supportive and professional working with staff, parents, external stakeholders and students on a daily basis (E)</li> <li>7. Highly competent and effective user of IT, including Excel and Word and having the ability to learn to use SIMS (school database) relatively quickly (E)</li> <li>8. Ability to work calmly and very accurately even when under pressure (E)</li> <li>9. Abilities to be proactive, work as part of a team, to work independently and to think laterally and creatively (E)</li> <li>10. Willingness to adapt to changing needs and circumstances (E)</li> <li>11. Strong written and oral communication skills (E)</li> <li>12. Excellent organisational and administrative skills including the ability to work to deadlines and the flexibility to take on new tasks as they arise (E)</li> <li>13. Meticulous attention to detail and high level of accuracy in the input and management of data (E)</li> <li>14. Commitment to staff welfare, including being understanding, supportive and able to maintain confidentiality (E)</li> <li>15. Commitment to equal opportunities and the equal value of all members of the school community (E)</li> </ol> <p>D - Desirable E Essential</p>