



DATA MANAGER

JOB DESCRIPTION

Post: Data Manager
Term: Full time, part time considered (school hours available)
43 weeks a year
Reports to: Head of Senior Department
Salary: Competitive, dependent on experience
Closing Date: Monday 5th November 2018

Cobham Free School is looking for a well qualified individual to oversee, develop and maintain the use of data across the school. The ideal candidate will be able to demonstrate experience in the use of data management and ICT systems to provide high quality of information.

Responsibilities

- Manage the administration and maintenance of the school's management information systems;
- Provide high quality operational and strategic data for the Senior Leadership Team as required;
- To liaise with the school's MIS provider (Progresso) in developing and maintaining an effective system and resolving any issues;
- Support the management of accurate academic data and to provide a variety of reports as required (assessment, attendance, parent);
- To set up all staff and student google accounts;
- Ensure class lists, set lists and timetables are regularly maintained and kept up to date;
- Ensure staff and parent data is up to date and accurate;
- Maintain and update online and email distribution lists;
- To ensure statutory data is submitted to the DfE/LA accurately and on time (e.g. Student and Workforce Census, National Curriculum Assessments and other pupil results, attendance statistics etc);
- Support the HR Manager in keeping up to date staff records and creating reports as required;
- Support staff with production of reports as required, training and resolving any MIS related issues;
- Support the leadership teams in the production of pupil reports, to include creation of reporting templates;
- Setup and management of Parent Portal on the school's MIS system;.
- To assist with meeting the school's GDPR requirements.
- To work with Junior School leadership on setting up assessment tracking documents.



PERSON SPECIFICATION

Essential Experience and Skills Requirements

Knowledge & Experience

- Previous experience of working with Management Information Systems (MIS) e.g. SIMS, Facility, Progresso, Isams, Bromcom, SchoolBase or similar;
- Knowledge of, or training in Microsoft SQL/SSRS reporting;
- IT related or programming training;
- Experience in data collection, data management and statistical analysis;
- Ability to extract data and provide meaningful analysis of results, producing high quality reports;
- Experience of using, setting up, maintaining and developing database systems;
- High level of competence in using Microsoft Excel.

Skills

- Have an attention to detail and strive for a high level of accuracy;
- Methodical and analytical skills;
- Must be well organised, able to prioritise workload and work on own initiative;
- Excellent communication skills in writing and orally at all levels;
- Ability to work under pressure while maintaining a positive, professional attitude;
- Effective interpersonal skills and ability to work as part of a team;
- Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies
- Flexible and willing to contribute to the success of the team.

Desirable Requirements

Knowledge & Experience

- Experience of working in a school environment;
- Experience of using Progresso Management Information System;
- Knowledge of secondary school curriculum requirements;
- Familiarity with Google Apps;
- Knowledge of Java Script;
- Experience of working with RaiseOnline;
- Experience of working with CATS data;
- Setting up and maintaining a Parent Portal.