



**SUPPORT STAFF  
JOB DESCRIPTION**

<b>ROLE TITLE</b>	Data and Operations Manager
<b>CONTRACTED HOURS</b>	37 hours / 52 weeks per year
<b>LOCATION</b>	County High School, flexible across the Trust
<b>GRADE / SCALE POINT – SALARY</b>	Grade 7 Point 33 – 35 (£46,446 - £48,597)
<b>REPORTING TO</b>	Deputy Headteacher (Curriculum)

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the school and Trust in every aspect of their work performance.

**JOB PURPOSE**

To work as part of the Senior Leadership Team to support with the strategic, operational requirements of County High School.

To provide strategic leadership and management on and within Data, Assessment, and MIS to drive the use of data to raise standards across the school. To provide specialist expertise and data analysis using the school's management information systems (Arbor) and all internal or external information systems.

To provide leadership of our site team and external contractors (including lettings) in partnership with wider trust to drive excellence in health and safety, safeguarding and governance.

To work with the Senior Leadership Team to support the operational requirements of County High School for 52 weeks of the year.

The role requires the Data and Operations Manager to look at site, financial and operational efficiencies across the site.

You will play a full part in the life of the school community, to support it's distinctive aims and ethos and to encourage staff and students to follow this example.

**KEY TASKS & RESPONSIBILITIES**

**Data and Outcomes**

1. To manage the administration and processing of all pupil and staff data independently and provide timely and accurate analysis and reporting to Governors, Central Trust, Head Teacher, SLT and External Bodies for example but not limited to; Ofsted, DfE, ESFA including all assessment, recording and reporting systems.
2. To manage communication and coordination with primary and previous middle or secondary schools to ensure that all relevant pupil data is passed on and stored appropriately.



3. To manage communication with departments, year teams and alternative education providers in order to ensure the provision of necessary complete data within given timescales, in order to disseminate relevant information to internal and external stakeholders.
4. To strategically develop the use of the school MIS (Arbor) and all internal or external information systems, setting up effective and efficient processes to collect and analyse data, to provide ongoing accurate and timely analysis of trends in assessment data and reporting findings to Governors, Central Trust, Head Teacher and SLT to enable them to put in place appropriate interventions.
5. To review and monitor assessment data to identify outliers, gaps or inconsistencies and to report these to HOFs, HOYs, SLT, Head Teacher, Central Trust and Governors as appropriate.
6. To regularly produce clear, concise, timely and accurate information and analysis in-line with assessment points, in order to support school leadership in raising standards and achievement and to support all staff in understanding it.
7. To manage all internal and external assessment software including upload of all pupil data after each assessment point and to keep system updated.
8. To create, manage and maintain a complete whole school target setting process and work alongside the Pastoral team to set targets for new arrivals.
9. To liaise with HODs, HOYs and SEND departments to build specific tracking resources to raise attainment.
10. To provide reports as requested for relevant audiences including the Governing Body and Central Trust.
11. Liaise between managers/teaching staff and support staff.
12. To have responsibility for ensuring that all teaching colleagues have access to all the accurate and timely data necessary to assist in raising the progress levels and attainment of all pupils.
13. To line manage the Exams Officer. To ensure internal and external assessment data is accurately processed and analysed.
14. To support the processing of incoming results data from external examinations.
15. To manage the analysis of exam results, making information available to the Headteacher, Central Trust and Governors.
16. To provide appropriate bespoke and whole staff CPD for staff for all relevant data systems.

**Management Information System (Arbor) and All Internal or External Information Systems**

1. To manage and submit timely and accurate data to the DfE or any and all bodies in relation to the school census information, to ensure a positive financial impact and guarantees the sustainability of the school, including but not limited to: School Roll, Special Educational Needs, Free School Meals attendance, Pupil Premium and Looked After Children.
2. To play a significant role in the school's developed use of the management information system (Arbor) and internal and external information systems, including in relation to making the best use of resources and high-quality staff training.



3. To lead the roll in of a data analysis tool (eg 4Matrix or SISRA) and ensure that data is uploaded in a timely manner.
4. Take a lead role in planning, design, development, maintenance, organisation, management and monitoring of record, information, support systems/procedures/policies.
5. To manage appropriate permission levels, version control and legal requirements for data protection in order to ensure the integrity of the relevant and specialist areas of the management information system.
6. Ensure and supervise the accurate input and integrity of data and system maintenance including but not limited to the setup of staff accounts, access rights, group creation and maintenance.
7. Responsible for ensuring that system backups are run, successful and restores tested. That systems are updated as required in a timely and effective manner and to ensure all support issues are raised to the appropriate support providers.
8. Notify, support and train all staff in respect to any and all system changes updates and enhancements. Ensuring training meets the internal requirements of the school.
9. Setup, manage and maintain all information systems as directed by SLT and to meet the needs of all internal HOFs, HOYs, SEN, EAL etc.
10. Produce, maintain develop and enhance a bank of MIS and Information System reports.
11. Keep accurate records of all groups in Arbor for example but not limited to; PP, LAC and EAL data.
12. Produce, maintain and manage accurate timetable information and support HOD's, HOY's and Departments in the creation and maintenance of class lists.
13. Prepare Arbor for the coming academic year for example the annual student rollover process and perform student curriculum assignment in Arbor.
14. To lead communications with new intakes through pre-admission data.
15. To lead CPD on areas of data inputting, analysis and use of relevant software.

#### **Leadership and Management**

1. To be part of the senior leadership team and contribute to the strategic direction of the school.
2. Be responsible for line-managing the site team, including the cleaning team, carrying out long-term resource planning and managing recruitment, appraisal and professional development.
3. Implement school-wide changes and allocate resources in line with the SDP, putting policies and procedures in place and communicating them to staff.
4. To manage the promotion of County High School by utilising the school website, social media, signage, and community communication
5. Develop the delivery of the lettings policy to ensure the schools uphold an additional income.
6. To line manage and performance manage the Exams Officer and oversee the examinations processes for both internal and external examinations.



7. Oversee the Induction Programme of new staff.
8. Take all decisions in line with the vision and values of the school, and encourage others to do the same.

#### **Finance**

1. Under the direction of the headteacher and trust finance team lead operational financial matters in school to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school development plan.
2. Manage all school contracts (other than staffing) including staffing insurance to ensure these are being fulfilled
3. Monitor and manage the process for outstanding debts for music lessons, enrichment, dinner money, trips
4. Evaluate monthly income generation through review of lettings and working with shared contract providers
5. Review school contracts (other than staffing) in a timely manner to ensure best value is maintained, this will include evaluation of quotes for any premises work to ensure value for money
6. Manage the school's lettings policy including the site team in managing this provision
7. Assist with the recruitment and selection of staff as required, updating the headteacher on processes on the trust's recruitment platform.

#### **Health & Safety**

1. Act as the school's day-to-day health and safety co-ordinator under the direction of the Headteacher and Head of School
2. Lead the school's compliance of all health and safety regulations, including fire and lockdown to ensure all processes and procedures are being adhered to
3. To lead and manage the health and safety compliance reports to maintain high expectations for all staff and pupils
4. To organise and maintain records of health and safety training for all staff
5. To oversee the coordination of the process of annual servicing and maintenance through management of the site team
6. Work with premises staff and outside contractors (e.g. Caterers and Landscapers) to ensure effective management of the building, equipment and site, ensuring all legal checks are carried out daily, monthly.



### **Safeguarding**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Principal, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

### **General**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Principal or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

**February 2024**



**PERSON SPECIFICATION**

**TITLE:** Operations Manager

**GRADE/SCALE POINT:**

CRITERIA	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE</b>		
<b>Technical or Specialist</b>	Relevant qualification or experience in ICT/business administration  Analytical skills  Experience of working in data management  Experience of managing and developing data systems, such as Arbor  Experience of producing accurate data for reporting and assessment (desirable)  Experience of forming and maintaining network relationships  Experience of line managing staff	Knowledge of School / Trust computer systems.
<b>Literacy and Numeracy</b>	Secondary education up to A level or equivalent.  Demonstrable expertise in the use of Excel.  Ability to set out documents and reports correctly.  Able to carry out complex calculations accurately.  High level computer literacy.  Able to accurately maintain pupil and other School records and produce reports in required format	Competent and confident in use and interpretation of databases and spreadsheets
<b>Organisational</b>	Knowledge of statutory data reporting requirements such as school census  Experience of working in an educational environment	Knowledge of the school's financial procedures e.g. banking.  Knowledge of basic health & safety responsibilities and safeguarding procedures.  Knowledge of policies and procedures e.g. sickness and absence records.



		<p>Knowledge of the school's administrative procedures.</p> <p>Broad understanding of Governors and their role.</p>
<b>Equipment / Materials</b>	Excellent IT skills	
<b>Research</b>	<p>Ability to focus on detail and accuracy when compiling reports</p> <p>Experience of information gathering and analysis</p>	Broad understanding of government initiatives and their impact on the School.
<b>Problem Solving</b>	<p>Ability to resolve a range of day-to-day problems using own initiative.</p> <p>Know when it is appropriate to refer upwards.</p>	
<b>Creative Thinking</b>	Production of School materials e.g. newsletters, staff handbooks, year books.	
<b>Planning</b>	<p>Organised and methodical approach to admin tasks.</p> <p>Ability to work under pressure and prioritise effectively.</p> <p>Excellent attention to detail.</p>	
<b>Interpersonal And Communication</b>	<p>Tact and diplomacy second nature.</p> <p>Ability to remain calm under pressure.</p> <p>Understanding of the necessity and ability to maintain absolute confidentiality.</p> <p>Pleasant and helpful telephone and face-toface manner.</p> <p>Ability to form good working relationships with colleagues and external stakeholders.</p> <p>Commitment to safeguarding and equality.</p> <p>Effective communication and interpersonal skills.</p>	



<b>Advising / guiding</b>	Assist / contribute to induction training for new staff.	
<b>PHYSICAL</b>		
<b>Keyboard</b>	High level keyboard skills.	
<b>Manual Skills</b>	Routine manual handling skills.	
<b>LEVEL OF AUTONOMY</b>	<p>Able to make day-to-day decisions about own workload, within general guidelines and procedures.</p> <p>Able and willing to use own initiative in solving semi-routine tasks. Know and understand when to refer upwards.</p>	

February 2024