



Job Description

POST:	School Data Manager
GRADE:	Band 7 (scp 19-22) 37 hours per week, term time only plus 20 days and 5 training days Start time will be 7.45 am
RESPONSIBLE TO:	Deputy Headteacher
STAFF MANAGED:	None
JOB PURPOSE:	To provide an effective information and data management service to the school in support of the responsibilities of the Deputy Headteacher
JOB CONTEXT:	Works within the busy environment of the school's management information system, providing an administrative and data management service where excellent organisational and analytical skills are essential Plans and implements cover arrangements for teacher absences The post holder is accountable for decision making, short term planning and dealing with unexpected problems Enhanced DBS clearance required
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	- To collate information for data analysis and statistical returns, including academic progress and attainment and the completion of administrative forms such as census returns - To keep up to date with new initiatives and provide guidance to other staff as appropriate - To analyse data and produce reports for Departments, Heads of Year and School, the Leadership Team and the Governing Board - To build and develop the management information system and databases in liaison with external providers to enable the manipulation and analysis of student level, departmental and school level data - To support and work under the direction of the Deputy Headteacher with the inputting of the timetable, class sets, staffing and rooming - To assist or supervise the provision of administrative duties, e.g. collating and producing student reports - To manage the SIMS system, ensuring it is current - To undertake short term planning e.g. administering cover for planned teacher absences and liaison with cover supervisors, supply agencies and supply teachers during normal working hours - To plan the allocation of rooms when disruption occurs to the normal timetabled routine



Communications	To communicate effectively with other staff, visitors, Governors, supply agencies, external IT providers, students and their families/carers
People/Resource management	- To monitor the allocation of staff to cover lessons - To input student data into the school's information management systems - To liaise with and support supply staff - To attend staff meetings and training days and management team meetings by agreement with the Headteacher - To participate in the school's performance management scheme - To participate in training and other learning activities and performance development as required - To be responsible for the induction, training, allocation and checking of work
Safeguarding	- To adhere to data protection legislation - To understand that different confidentiality procedures may apply in different contexts - To be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with - To have an awareness and basic knowledge where appropriate of the most recent legislation
Systems and Information	- To be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences - To share information appropriately – in writing, by telephone, electronically and in person - To maintain and update accurate computerised and manual records as required
Data Protection	To comply with the school's policies and supporting documentation in relation to information governance this includes Data Protection, information security and confidentiality
Health and Safety	To be aware of and implement health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure



Equalities	- To ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users - To develop own understanding of equality issues
Flexibility	- To respond to any reasonable request made by the Headteacher commensurate with the grading for this post - Thirsk School & Sixth Form College provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with school policies and procedures
Customer Service	- The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment - The school requires that staff offer the best level of service to its students, their parents/carers and other stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values - To understand the role and its limits, and the importance of providing care or support
Date of Issue:	4 th May 2017



Person Specification

School Data Manager – Band 7

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Experience • Significant experience in public or private sector administration • Experience of operating administrative systems, including Microsoft Office • Experience of the management of information and data to support an organisation's core function • Experience of building databases	• Experience of management information systems and data in a school context • Experience of timetable input and development in a school context
Knowledge • In depth knowledge of admin and office systems	• Knowledge of school procedures
Occupational Skills • Good ICT skills and ability to use the keyboard with speed, accuracy and precision • High level of literacy and numeracy skills • Excellent written and verbal communication skills • Analytical and statistical skills • Problem solving skills • Report writing skills	



Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Qualifications Level 3 qualification in business / finance / administration or equivalent to evidence in depth knowledge of administrative processes, particularly the use and analysis of data	Level 2 qualification or equivalent in Microsoft Office word processing and spreadsheet applications
Personal Qualities - Attention to detail, neatness and accuracy - Organisational skills - Ability to work successfully in a team - Confidentiality - Ability to work to deadlines and prioritise own workload, as well as work of others	
Other Requirements - To be committed to the school's policy and ethos - To be committed to continual professional development - Motivation to work with children and young people - Ability to form and maintain appropriate relationships and personal boundaries with children and young people - Enhanced DBS clearance required	
Equal Opportunities To assist in ensuring that NYCC's equalities policies are considered within the school's working practices in terms of both employment and service delivery	



You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.