OAKLANDS SCHOOL

JOB DESCRIPTION

DATA MANAGER

Post Title	**Data Manager**
Responsible To	**Assistant Headteacher**
Responsible for	**Exams Officer; Attendance Officer**
Salary Scale	**PO1 (28-31) £38, 037-£40, 503 per annum pro rata (Actual salary payable £37, 052 – £39, 454 per annum)**
Full Time	**35 Hours per week (43 Weeks per year to include exam results days and Sixth Form enrolment days)**

Main Purpose of the Role:
To be responsible for the management of School Data, including assessment data and Admissions data, and to support the daily operations of the School Management Information System (MIS)

- Oversee and manage the collection and analysis of assessment data across the School in line with the school assessment calendar.
- Manage and develop all student related data including curriculum, assessment and admission data on the School MIS (SIMS).
- Responsible for implementing Data Protection Policy alongside Senior Leadership Team
- Support the Senior Leader – Data, IT, and Timetable with the timetabling process including the management of students and groups.
- Liaise with external agencies regarding data collections as required e.g. DFE, Local Authority.
- Manage and update user's access levels, to ensure they are appropriate and maintains the integrity of the MIS.
- Work with SLT to support transition processes including but not limited to Year 6 transition, KS4 Options, and Year 12 Enrolment.
- Provide training on the MIS to staff as required

Main Duties and Responsibilities

The Data Manager will lead on all aspects of data collection, analysis, evaluation, statutory compliance, accuracy and dissemination to ensure accurate planning of teaching and learning and assessment of pupil progress.

Your strategic responsibilities will include:

Data Management

- Manage the day-to-day running of the school data management system in accordance with school data protection policy and guidelines

- To ensure internal data systems are set up and in use by all departments. Liaising with Heads of Department and the Senior Team.
- To manage student target grades, collating data from Pupil Progress and internal assessments (working the Assistant Head).
- To provide data to Heads of Department for their termly analysis and when otherwise required.
- To produce data summary reports at least once per half term to the Senior Team.
- To produce Governor summary reports as required (in line with calendared Governor meetings).
- To analyse and check data from national sources such as AAT checking exercise and
- Coordinate the production of school reports in line with the school calendar.
- To work with the school Exams Officer to ensure data is accurate and up to date throughout the year.
- To provide training and support to school staff in the use of data and internal data systems to ensure effective use and to improve efficiency of the systems used within school.
- Develop and deliver an annual training programme for data analysis providing bespoke training as required. Working with external trainers as required.
- To work with the Assistant Head to develop policies and procedures related to data and disseminate to relevant staff.
- Be aware of developments in school data and national data initiatives and make recommendations to the Senior Leadership Team about any necessary improvements.
- To work with the School Attendance Officer to ensure the school attendance data and the tracker are accurate and efficient.

School MIS

- Have overall responsibility for the functionality of the school MIS.
- Manage the day-to-day running of the school MIS.
- To manage the annual roll-over and ensure the MIS is set up and functioning at the start of each academic year, this includes importing the timetable and term dates (the Assistant Head has overall responsibility for the school timetable).
- To update the MIS as and when necessary throughout the year, developing systems that are effective and streamlined to communicate with Heads of Department and the Senior Team e.g. changes to timetabling, rooming, staffing updates.
- To provide training and support to school staff in the use of the MIS to ensure effective use and to improve efficiency of the systems used within school.
- To provide support for Support Staff and teachers in the MIS Core products e.g. Behaviour Management, SEN, Registration, Timetable, Admissions, Personnel etc. to ensure consistency, accuracy and confidence in use.
- Develop and deliver an annual training programme for the MIS providing bespoke training as required.
- Develop training notes/instruction manuals for staff in the use of the MIS.
- To work with the Assistant Head to develop policies and procedures and disseminate to relevant staff.
- To monitor compliance and work with the Assistant Head to take action as necessary to ensure consistency across the school.
- Be aware of developments in the MIS and educational initiatives and make recommendations to the Senior Leadership Team on the use of software to support school improvement initiatives.
- Implement regular upgrades in the software in order to maintain its functionality and Effectiveness
- Attend MIS User-Groups or other related support groups to develop links with other MIS managers.
- Assist the Admissions Officer with the preparation and production of statutory returns, in particular the Student and Workforce Censuses.
- Undertake housekeeping and archiving of data with due regard to GDPR.
- Provide Help Desk support for the MIS as required.
- Advise the IT department on requirements for running the MIS effectively across the network.

Student Information & Administration

- To ensure the maintenance of student information systems (SIMS) including update and overseeing the effective management of all student data systems in school – e.g. attendance, punctuality, behaviour, ethnicity and Free School Meals.
- Assist with the administration relating to all student admissions/leavers, including mid-phase, and liaise with SLT and Pastoral Leaders regularly regarding this.

- To generate and submit the School Student Census in conjunction with the named member of SLT responsible for Census.
- To be responsible for student assessment report generation for Years 7 – 13.

Team and Resources Management

- To be responsible for effective line management of assigned staff
- To manage effectively the duties of Data Team in all aspects of attendance, exams and assessment
- To carry out performance management regularly and support staff through their development objectives including professional development
- To promote teamwork and to motivate staff to ensure effective working relationships.
- To manage the available resources of staff, budgets and equipment efficiently and in accordance with the schools Financial Regulations and other policies as appropriate.
- To participate in the schools Professional Development Review process both in terms of self and other staff as appropriate.

Other General Duties

- Carrying out any other reasonable duties as requested by the academic Senior Leadership team
- To carry out any other duties commensurate with the grading of the post as requested, in the most effective, efficient and economic manner available.
- To attend full staff, departmental and other meetings with staff working groups as requested.
- Participate in training and other learning activities and performance management and   development as required.
- To comply with Safeguarding and Health and safety responsibilities as part of performing the role
- To have an understanding of the challenges and opportunities that relate to the changing needs of a maintained secondary school.
- Contribute to the overall ethos / work / aims of the School and adhere to the Oaklands School Code of Conduct.
- Equal Opportunities: Be aware of and support difference and ensure equal opportunities for all.
- Support: Appreciate and support the role of other professionals.

The job description and Person Specification is not exhaustive and is subject to alteration in discussion with the post holder.

PERSON SPECIFICATION
DATA MANAGER

Qualifications & Experience

- Educated to at least A Level or equivalent vocational experience
- Trained in the use of a variety of ICT packages
- Knowledge of school software packages
- At least 2 years' experience using a School management information system (preferably SIMS)
- Experience of working in a data management environment (within a school environment would be preferred but not essential)
- Analytical skills
- Training in development of school image and promotion of community use
- At least a year working in school or educational establishment;
- Working in an inner city school
- Experience of working to targets and deadlines
- Ability to communicate well both orally and in writing
- Ability to manage own workload and on own initiatives
- Ability to develop quality control systems
- Ability to develop and maintain good relationships with a wide range of people, from parents, governors, pupils to outside agencies
- Commitment to promoting equality and diversity
- Empathy with the aims and objectives of Oaklands School
- Experience of managing and developing data systems, such as SIMS
- Information gathering and analysis
- Knowledge and understanding of GDPR regulations
- Excellent statistical and analytical skills
- Excellent knowledge of software used in analysing and presenting data, particularly, Microsoft Office and Microsoft Excel in particular, database management systems
- Adept at communicating data and analysis to colleagues from non-technical backgrounds.
- Ability to focus on detail and accuracy when compiling reports.
- Good attendance and punctuality
- Working Knowledge of Student Information Systems especially as they pertain to reporting.
- Ability to resolve problems and find best solutions in data management.
- Ability to self-evaluate and actively seek opportunity for improvement.

July 2023