



CROSFIELDS SCHOOL

MIS AND Data Manager Job Description

Job Purpose	Data a plays a key role in providing academic administrative support to the Director of Digital Strategy, Deputy Heads Academic (prep and senior) and the Director of Studies. The successful candidate will work collaboratively with all members of the school community to support the academic success of pupils. A key aspect of this role is working closely with the Director of Digital Strategy to oversee and maintain the school Management Information System (MIS), iSAMS, as well as various digital learning platforms.
Accountable to	Director of Digital Strategy
Accountabilities	<p>General Duties</p> <ul style="list-style-type: none">• Assist the Director of Studies and Deputy Heads (Academic) with administration and co-ordination including monitoring and tracking progress on iSAMS.• Take overall responsibility for managing and analysing a wide variety of data relevant to all departments within the school.• Provide efficient and effective organisation of the school's assessment, reporting, recording and tracking systems.• Oversee the maintenance of the Management Information System• Co-ordinate the pupil academic reporting process• Prepare reports for various school departments, e.g. pupil attainment data, as requested by the relevant department heads.• Support the analysis of pupil data by being proactive in providing outputs after reporting and assessment windows. <p>Organisation</p> <ul style="list-style-type: none">• Manage the 'Parent Portal' and provide support to parents accessing the school systems via email and telephone.• Have overall responsibility for ensuring the school has an integrated management information system (MIS) approach, ensuring the consistency, accuracy, integrity and timeliness of the data input into the school's MIS.• Make appropriate preparations to ensure that the school's MIS is ready for the beginning of each academic year, e.g. carrying out year-end procedures, including upload of pupil photos <p>Data Tracking</p> <ul style="list-style-type: none">• Develop and maintain processes for the collection, management, analysis and reporting of data for the purpose of school improvement in the areas of learning and teaching.• Oversee assessment protocols in the school's MIS to ensure consistent data collection.• Oversee the processing of assessment data, i.e. ensuring accurate pupil performance information is available each term, and as required on an ad hoc basis.• Provide management information and pupil statistics to the SLT, department heads and external bodies as required.

	<ul style="list-style-type: none"> • Ensure that data reports are presented in a user-friendly and easy to interpret manner. <p>Administration</p> <ul style="list-style-type: none"> • To coordinate staff cover within the school's MIS. • Assist with updating the information stored in the MIS, in particular: <ul style="list-style-type: none"> - The pupil academic data stored on the MIS. - The staff and classroom timetables stored on the MIS. - The construction of the annual timetable data using the MIS. • Facilitate student subject selections on an annual basis for the construction of the following year's timetable. • Assist the administration team with developing academic timetables and calendars. • Update and apply periodic and casual changes to subjects, teachers and classrooms on the MIS. • Support the conducting and processing of academic data such as for pupil recruitment assessments, progress tests, and examinations. • Send educational records and the common transfer file (CTF) to destination schools as necessary. <p>Resource Support</p> <ul style="list-style-type: none"> • Operate relevant equipment/complex ICT packages, e.g. an MIS, Microsoft Office, Advanced Excel. • Provide advice and guidance regarding the school's data processes to staff, pupils and others. • Liaise with the Director of Digital Strategy to support the school's ICT and MIS strategies • Delegate data management tasks as appropriate to members of the administration team. • Respond to and fix issues relating to the MIS – liaising with the Director of Digital Strategy where necessary. <p>Management</p> <ul style="list-style-type: none"> • Ensure data protection in respect of pupil personal information. • Assist line managers in the performance management scheme, to ensure that performance standards and targets are set and met within agreed timescales. • Liaise with the SENCO to ensure all SEND information is accurate and up-to-date. • Liaise with the DPO to ensure all data protection regulations are being adhered to.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review. It may be adapted to best fit the skills and needs of the appointed candidate.

Person specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> Have experience relevant to the position 	<ul style="list-style-type: none"> A relevant qualification relating to software systems
Experience	<ul style="list-style-type: none"> Using an MIS. Gathering, storing and analysing data 	Experience of the following: <ul style="list-style-type: none"> Working in an educational environment Maintaining accounts Using iSAMS MIS
Knowledge and skills	<ul style="list-style-type: none"> Carry out all aspects of the role to a high standard Effective communicator with all School stakeholders Work effectively in a team Work effectively to deadlines and produce high-quality results Demonstrate excellent organisational and planning skills 	The ability to: <ul style="list-style-type: none"> Demonstrate excellent staff management abilities, including in terms of providing staff training. Analyse whole-school data and produce professional reports. Use of Microsoft Excel Power Query and Power BI.
Personal qualities	<ul style="list-style-type: none"> A flexible approach towards working practices High expectations of self and a desire to maintain professional standards High levels of drive, energy and integrity A commitment to equal opportunities and empowering others An understanding that individuals may have fundamental differences, and the ability to adapt plans to accommodate for these A keen eye for details, trends and inconsistencies. Committed to promoting high-quality standards throughout their duties Dedicated to their professional development and achieving desired qualifications Able to plan and take control of situations Committed to contributing to the wider school and its community Capable of handling a demanding workload and successfully prioritising work Professionally assertive and clear thinking 	

Person specification

Crosfields School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

*This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. For further information, please see [here](#) *Guidance on the Rehabilitation of Offenders Act 1974* .*

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form.

Crosfields School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening, including checks with past employers, online checks and the Disclosure and Barring Service. Further information on our recruitment processes can be found on our website: [Crosfields School Recruitment Policy](#).