

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Data and Office Manager</b>
<b>Grade:</b>	<b>Grade 8</b>
<b>Salary:</b>	<b>SCP 28 – SCP 33</b>
<b>Conditions of Service:</b>	<b>Support Staff Contract of Employment</b>
<b>Responsible to:</b>	<b>Strategic Operations Manager</b>

### **Statement of Purpose**

Under the guidance Senior staff, to develop the school's capacity to manipulate, analyse and interpret assessment and whole school data for use at all levels of the organisation to facilitate continuous improvement in learning outcomes and examination results. Be responsible for information and management of all of the school's management systems, information and data and provide examination support where required.

### Key Responsibilities

#### Data Management:

- Use, manage and upkeep all software programmes and data management tools.
- Manipulate, analyse and interpret student assessment data and the results of internal and public examinations, drawing out trends and issues which will inform the actions of the Senior Leadership Team, Directors of Faculty and Directors of Progress in developing appropriate, targeted intervention strategies.
- Transfer data between software applications, databases and web-based systems as required, maintaining the security and integrity of the data.
- Prepare public examinations data promptly for publication as required.
- Make recommendations for how the process of data collection and management might be improved and developed to ensure that we maximise potential for using data to achieve continuous improvement.
- To produce regular reports for staff at all levels by extracting the data from the school systems ensuring it is presented in a user-friendly format which is fit for the purpose.
- Ensure accurate, timely completion and submission of statutory reports such as the School Census, the School Workforce Census etc.
- Ensure accurate, timely completion and submission of all relevant data and paperwork required for suspensions and permanent exclusions.
- Required to attend relevant meetings and provide advice where required.
- Maintain a thorough, up to date understanding of how other schools, locally and within the Trust, are making good use of data to achieve continuous improvement and advising the Leadership Group on developments which benefits the School.
- Liaise and work closely with the Strategic Operations Manager and the Senior Leadership Team on GDPR.
- Be the School Data Protection Officer.

- To oversee the day to day operation of the school's Management Information System. This will include working with the school's IT team on systems issues, user permissions, bulk uploads of student intake information, system developments, etc.
- Using the MIS to effect student setting changes and staff timetable changes.
- Maintain user information (including both student and staff data), login details and accessibility for all school systems for all staff, for example, SISRA, ClassCharts, SIMS, etc.
- Maintain the school's registers and student lists, for example, but not exclusively, the school's Pupil Premium register.

#### Support Organisational Management

- Manage small groups of staff, under the direction of the Strategic Operations Manager, including the management and support of the Exams Officer to ensure that all internal and external exams and associated processes and practices are run effectively and in line with appropriate regulations.
- Manage, under the direction of the Strategic Operations Manager, the administration and support of confidential reports and information.
- Lead the school's cover provision, ensuring that, through the management of colleagues, lessons are covered appropriately at all times where there is staff absence.
- Lead on office operations across the school.

#### Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.

#### **Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

### Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measure d by APP/I/AS S
	Experience <ul style="list-style-type: none"> <li>• Experience of using data manipulation. Analysis and reporting</li> <li>• Proven ICT experience</li> <li>• Excellent oral and written skills</li> </ul>	APP/I
	Qualifications/Training Essential <ul style="list-style-type: none"> <li>• NVQ Level 3 School Support or equivalent experience</li> <li>• Evidence of formal ICT training and development</li> </ul>	APP/I
	Knowledge/Skills <ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Ability to manage own workload and work on own initiative</li> <li>• Ability to work constructively as part of a team</li> <li>• Ability to relate well to children and to adults</li> <li>• Good ICT and record keeping skills</li> <li>• Ability to communicate effectively both orally and in writing</li> <li>• Good organising, planning and prioritising skills</li> <li>• Methodical with a good attention to detail</li> <li>• Aware of and has skills in relation to Safeguarding of Young People</li> <li>• Ability to operate within GDPR and confidential parameters</li> <li>• Knowledge of issues likely to adversely affect the health and well-being of children and young people</li> </ul>	APP/I

	<p><b>Behavioural Attributes</b></p> <p>Customer focused</p> <ul style="list-style-type: none"> <li>• Has a professional and respectful approach, which demonstrates support and shows mutual respect</li> <li>• Can demonstrate active listening skills</li> <li>• Takes responsibility and accountability</li> <li>• Committed to the needs of the students, parents, carers and other stakeholders</li> <li>• Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</li> <li>• Is committed to the provision and improvement of quality service provision</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Is enthusiastic and decisive</li> <li>• Communicates effectively</li> <li>• Has the ability to learn from experiences and challenges</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills</li> </ul>	<p>APP / I</p>
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**MEASURED BY KEY:**

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check

If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.



**JC 02/11/2023**

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET