



DATA MANAGER

Post: Data Manager
Reports to: Senior Leadership Team
Term: 37 weeks per year (term time plus additional 3 weeks*)
Hours: Full or part time term time (from 30 hours per week), there may be flexibility over start/finish times
Start date: December 2024 preferred, or January 2025
Salary: £31 - £33k pa (for 52 weeks full time, to be prorated for part year and part time hours as applicable)
Apply by: 14th October 2024

**Please note it is a requirement of the role that the postholder is available to work over the period that the annual public examination results are made available.*

Please submit electronic applications using the school's application form available on the website, CVs will not be accepted.

JOB DESCRIPTION

Responsibilities

- Manage the administration and maintenance of the school's management information systems;
- Provide high quality operational and strategic data for the Senior Leadership Team as required;
- To liaise with the school's MIS provider (Arbor) in developing and maintaining an effective system and resolving any issues;
- Support the management of accurate academic data across the Junior, Senior and Sixth Form departments and to provide a variety of reports as required (assessment, attendance, parent);
- To support the setting up of pupil and staff Google accounts and maintaining email distribution lists;
- Ensure class lists, set lists and timetables are regularly maintained and kept up to date;
- Ensure staff and parent data is up to date and accurate;
- To ensure statutory data is submitted to the DfE/LA accurately and on time (e.g. Student and Workforce Census, National Curriculum Assessments and other pupil results, pupil premium data, attendance statistics etc);
- Support the HR Manager in keeping up to date staff records and creating reports as required;
- Support staff with production of reports as required, training and resolving any MIS related issues;
- Support the leadership teams in the production of pupil reports, to include creation of reporting templates;
- Setup and management of Parent Portal on the school's MIS system;.



- To assist with meeting the school's GDPR requirements;
- To assist with updating the school website with statutory information required;
- To keep the GIAS entry for the school up to date;
- To support senior staff and the exams officer to ensure results day data is accurate and accessible.

PERSON SPECIFICATION

Essential Experience and Skills Requirements

Knowledge & Experience

- Previous experience of working with Management Information Systems (MIS) e.g. SIMS, Arbor, Progresso, Isams, Bromcom, SchoolBase or similar *desirable not essential*;
- Experience in data collection, data management and analysis;
- Ability to extract data and provide meaningful analysis of results, producing high quality reports;
- Experience of using, setting up, maintaining and developing database systems;
- High level of competence in using Microsoft Excel.

Skills

- Have an attention to detail and strive for a high level of accuracy;
- Methodical and analytical skills;
- Must be well organised, able to prioritise workload and work on own initiative;
- Excellent communication skills in writing and orally at all levels;
- Ability to work under pressure while maintaining a positive, professional attitude;
- Effective interpersonal skills and ability to work as part of a team;
- Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies
- Flexible and willing to contribute to the success of the team.

Desirable Requirements

Knowledge & Experience

- Experience of working in a school environment;
- Experience of using Arbor Management Information System;
- Knowledge of school curriculum requirements;
- An understanding of Google Admin roles, including setting up groups;
- Experience of working with school performance data