The School Information Manager is directly responsible through the line-management structure of relevant staff. The post-holder will be expected to comply with any reasonable request from the Head and to undertake work of a similar level that is not specified in the job description.

Core Purpose
- to maintain a commitment to safeguarding and to promoting the welfare of children and young people;
- to adhere to the safeguarding policy and procedures of the school to ensure the welfare of all members of the community;
- to ensure appropriate safeguards for data protection and the security of information;
- be aware of, and support, difference and ensure equal opportunities for all;
- comply with the School and Whitgift Foundation policies;
- to support the aims of the School and of the Whitgift Foundation;
- to promote the highest standards in all aspects of organisational management;
- to share in the creation and management of opportunities for promoting the teaching and learning of the School and for marketing the School;
- to promote a culture of praise, respect and recognition of achievement;
- to liaise with relevant staff to ensure a consistency of practice;
- to provide appropriate leadership, guidance and support to colleagues, students and parents as required.

Responsibilities
It is expected that the post-holder will:

1. support the Learning and Teaching of the School by
- taking the lead role in the development, maintenance and management of the School record/information systems (currently 'SIMS', 'Connect and Raiser's Edge);
- developing procedures and schedules to ensure that the School Information Systems (SIS) are up to date;
- supervising and monitoring data input to ensure accuracy;
- maintaining the image database;
- liaising with IT Support to ensure that system backups are run;
- liaising with IT Support to ensure that timely upgrades to the system are implemented, issuing notification to staff of the changes following each upgrade and providing relevant training;
- maintaining an awareness of developments in SIS by attending local group meetings, national conferences, visiting schools and sharing information with relevant staff;
- developing a set of reports available for staff to use;
- reporting and solving SIS software problems, liaising with the Network Manager and Service providers as appropriate;
- working with the Timetable Manager and Lead Administrator to prepare SIS for the coming year and perform appropriate technical and administrative tasks to ensure a smooth transition;
- developing and maintaining an up to date knowledge of all modules of SIS;
- working with relevant staff to ensure that SIS is prepared to receive all baseline, assessment and report data;
- working with relevant staff to ensure that the Parent portal is up to date, accessible and useful;
- providing detailed reports for SLT, Subject and Pastoral staff as required;
- managing and maintaining the School Image library, ensuring data protection regulations are followed;
- liaising with the Examinations Officer regarding external and internal data produced from the examination process, supporting with the public examination results downloads
- preparing and delivering appropriate training to staff to ensure a continual development of relevant skills;
- contributing to the induction programme of new members of staff as appropriate, including supply teachers, to explain relevant procedures, policies and communication channels.

2. support communication within, and from, the School, for marketing, parents and other purposes by
- being responsible for the completion and submission of complex forms and returns, ensuring accuracy e.g. preparing information for statutory data returns, ISC returns;
- reporting on all data held within SIS;
- preparing clear oral and written information and guidance for relevant audiences regarding procedures, requirements;
- assisting the Marketing Manager in maintaining the website to ensure information is current and accurate;
- managing the school's social media including scheduling and maintaining news and information across multiple platforms.

3. support the strategic development of the School by
- attending and contributing expertise to relevant meetings, during and after school;
- contributing to the self-evaluation of IT management and IT resources across the School;
- reviewing and evaluating procedures, identifying opportunities for improvement and development, and working with relevant staff to set challenging and exciting targets in line with the school development plan;
- assisting in the implementation and development of computerised procedures and efficient, effective organisation;
- collating required information for other agencies, in order that accountabilities to stakeholders can be effectively discharged;
- ensuring relevant subject leaders have the necessary information for monitoring staff performance.

Miscellaneous
It is expected that the post-holder will
- attend and chair relevant staff briefings / meetings as appropriate;
- support the life of the School by attending events such as open mornings, presentation evenings, option and other curriculum evenings as appropriate, and by supporting productions / concerts when possible.

July 2019