



JOB DESCRIPTION

Role: DATA MANAGER

Hours: 37.5 hours per week

Holidays: 5 weeks per annum rising to 6 weeks after two years' service plus public holidays.

Report to: Director of Finance & Operations

Role: To ensure the comprehensive and cohesive administration, development and analysis of data related management information for the School. To develop systems to further the effectiveness of teaching and learning, whilst working across the IT, Administrative and Curriculum areas of the school managing data and processes for the School's Management Information Systems, curriculum applications and the website.

Key Responsibilities: -

Data Management

- Management of records and data in the School's Management Information Systems (MIS), including process development and the creation of reports to extract information from the systems to provide intelligence that enables focused school improvement based on collated and analysed data.
- Create and implement policies and procedures for effective data management.
- Formulate techniques and procedures for quality data collection to ensure accuracy, completeness and legitimacy of data.
- To provide support and training for staff in the effective use of the School's Management Information Systems and processes where required.
- Management of data in external systems, primarily the import and export to and from these systems.
- Correlation of data and results in the School's Management Information Systems.
- Developing clear, concise, accurate and timely information and reports for internal and external purposes.
- To deal with changing and conflicting deadlines to ensure data management requirements are met.

Assessment Processes

- Collaborate with the Assessment Co-ordinator and Deputy Head in drawing up the annual Assessment Schedule and with the planning, mapping and delivery of all associated activities.
- Update the School's Management Information Systems to reflect the annual Assessment Schedule.

- Prepare the online system and offline data repositories to accommodate the reporting of assessment data for all pupils, as set-out by the annual Assessment Schedule.
- Oversight of all online assessment activities to help ensure the assessments are completed within the set timeframe, scheduling re-sittings as required.
- Ensure the results from each assessment are transferred to the offline data repositories, and that all relevant data is updated in the School's Management Information Systems.
- Provide support to the Assessment Co-ordinator and Deputy Head for ad-hoc requests, for example, re-sits, data manipulation and other additional reporting.

Development

- Monitor and analyse information and data systems and processes. Evaluate their performance to discover ways of enhancing procedures.
- Advise on best practice for management of data and process workflows, and provide advice on data-policy and data-related issues.
- To attend training courses relevant to the post, ensuring continuing personal and professional development.

Regulatory

- Compile and manage data for the safe and secure management of school data for the annual DfE and ISC census returns and any other school's data required by regulatory bodies.
- Ensure compliance to statutory requirements such as the General Data Protection Regulation in the day to day use of data systems and safeguarding the integrity of data.

Quality Assurance

- Liaise with members of both the Curriculum and Administration teams to maintain oversight of all Business As Usual (BAU) administration systems and working practices, thus assuring the quality and dependability of day to day procedures.
- Collaborate with all stakeholders of BAU critical systems to identify gap-analysis opportunities where concerns arise and to thereby safeguard the integrity of their systems and working practices.

Website

- Create online forms, appointment bookings, calendars and other components on the website for the use of parents and staff.

General

- Assist the Director of Finance & Operations and SLT with any ad-hoc tasks or projects commensurate with this role.

Please Note: Bute House is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure & Barring Service Check before he/she starts work at the school as well as taking up references before interview.