

Data Manager

Post Title: Data Manager
Location: North Halifax Grammar School (NHGS)
Reporting to: Strategic Leadership Group
Contract Type: Permanent
Salary: Scale Point 26-30, £34, 708 - £37,964 (actual)
Hours: 37 hours per week, term time plus 10 days

Main Purpose of the Role

- To take a strategic lead in the development and streamlining of all data driven aspects of the school, including assessment, pastoral and communication.
- To be responsible for the school's Management Information System and other third-party software systems linked to this.
- To develop systems and reports to provide relevant and timely data.
- To contribute to the overall work and ethos of North Halifax Grammar School.
- Potential for the role to encompass timetable construction for the right candidate.

Key Responsibilities

Attainment/ Assessment:

- Be responsible for the input, monitoring and data reporting requirements for Years 7 to 13 for SIMS, SISRA and other systems as required.
- Produce and develop marksheets to collect appropriate data for all students and year groups.
- Manage the input of target data, mock data and monitoring data into SISRA and other systems.

- Analyse and produce data for YGLs, Heads of Department, SLG, teaching and pastoral staff and Trustees.
- Assist the Strategic Leadership Group with academic target setting and dissemination of this information to all staff and students.
- To keep up-to-date with national assessment and reporting requirements in relation to pupil and school performance, advising senior leaders when necessary.

Systems:

- Be responsible for the school's Management Information System (currently SIMS) including the timing of system updates and key changes to the system (in liaison with the IT Managed Service and ensure the accuracy of the database.
- Identify and plan improvements and developments to the MIS.
- Management of the parental communication system (Edulink One).
- Planning and building the parents evening events in Edulink One and working with Heads of Department to manage staffing for the event.
- Ensure GDPR compliance of all systems and information as appropriate.

Timetable:

- Work with the member of SLG responsible for the annual production of the school timetable and be responsible for day-to-day maintenance including changes to staff, student and room timetables.
- Creation of the new academic year, transfer of the timetable from the timetabling software (currently Nova T6) and completion of the curriculum assignment to produce staff and student timetables.
- Allocate students to relevant courses to ensure maximum funding is achieved.
- Support the member of SLG responsible for the KS4 options process and Post 16 subject allocations.
- Ensure all 'in year' admissions have an accurate timetable prior to starting.
- Supporting the Events Co-ordinator by providing timetable information and using this to plan events held in school.
- Work with the Head of Sixth form to analyse admissions data and identify trends to support recruitment, student numbers and curriculum planning.

Examinations:

- Support and advise the examinations team on appropriate data-driven processes and to support the download of external exam results.
- Undertake the September and June data checking exercises to confirm the accuracy and completeness of information on the DfE website and other sites, as appropriate.
- Produce headline and department level analysis for KS4 and KS5 on results days as required.
- Produce analysis of the 11+ results and provide data to support the admissions process to Year 7.

Reporting & Returns:

- Develop systems and bespoke reports to allow the monitoring of attendance and behaviour by the Pastoral Team, SLG and Trustees.
- Ensure the completion and accuracy of DfE, ESFA and other required returns including the Autumn, Spring and Summer Census returns.

- Be responsible for procedures relating to the import and export of CTF and other electronic files received from other schools and Local Authorities.
- Ensure FSM and Pupil Premium information is updated regularly and accurate for the Census returns.
- Assist staff with ad hoc requests for data and reports as and when required.

Support for the School

- To contribute to the overall ethos and aims of the Academy.
- To attend meetings and training exercises as directed by your Line Manager.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To work as part of a team and support the role of other people within the team.
- To act as a role model and to be aware of and to respond appropriately to individual needs.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To provide administration support to the Academy as directed by your Line Manager.

Person Specification

Assessed by Application (A), Interview (I), Lesson Observation (L), Task (T) & Reference (R)

Area		Essential	Desirable	Assessment
Qualifications	• **GCSE English and Maths are Grade C or 4, or above** • **Evidence of ongoing professional development in data management, IT systems or school administration** • **A relevant degree or substantial demonstrable experience in a school data management role**	✓		
Experience	• **Experience of managing and maintaining a school Management Information Systems (MIS)** • **Practical, working knowledge of SIMS, including database management, data input, reporting and system administration** • **Experience of completing statutory returns** • **Experience of developing and improving data management systems and processes**	✓		

	• Experience of managing school timetabling systems and curriculum data • Experience working within a secondary school, ideally across both KS3, KS4 and KS5			
Experience	• Experience of using SISRA, Edulink One and Nova T6.		✓	
Skills & Knowledge	• Excellent IT skills, with advanced knowledge of Microsoft Excel • Understanding of GDPR and data protection • Good understanding of national school measures, assessment requirements and statutory data reporting	✓		
Personal Skills & Attributes	• Highly organised • Able to work independently, use initiative and take ownership of responsibilities • Flexible and adaptable, with the ability to respond positively to changing priorities and urgent requests • A commitment to continued professional development	✓		