JOB DESCRIPTION

The Royal School
Wolverhampton

POST TITLE: Data and Information Manager

GRADE: RSW Level 5/6

HOURS OF WORK: 35 hours per week / Term Time plus

RESPONSIBLE TO: Principal

RESPONSIBLE FOR: Data Administrator

MAIN PURPOSE:

To be instrumental in the day to day management of the School's MIS (SIMs) and cascade relevant training. To be accountable for the use of systems and reporting to provide the senior leaders with timely and accurate information to enable the effective use of information for school improvement.

KEY DUTIES:

Strategic
To support the Senior Leadership Team on the School's development of data collection process and information systems and to report to Governors and OFSTED as required.

Data Management
- The management of the school MIS.
- To ensure robust and consistent pupil data collection
- To create and maintain assessment data, enabling efficient reporting on pupil progress.
- To set up and manage systems for tracking progress of pupils at each Key Stage.
- To plan develop and organise support service systems, procedures and policies.
- Contribute to the scheduling of key data collection deadlines.
- To lead on the preparation of systems and required data at the start of the school term.

Analysis and Reporting
- To analyse and evaluate data to produce reports to draw attention to important trends.
- To provide ad hoc operational information as needed by the Senior Leadership Team.
- To provide information as required by Governors.

Communication
- To manage the organisation and delivery of data and reports to senior leadership.
- To ensure all relevant staff are aware of data input requirements and deadlines.
- To generate regular reports and analyse and present data accurately to senior leadership.
- To ensure all relevant staff are trained to download information of the MIS.

Service and Operational

- To manage all external data requests accurately and on time.
- To support the school timetabling process.
- To liaise with key stakeholders, in an efficient and effective manner to provide information both internally and externally.
- To work with the IT department to manage system permissions, issuing passwords and ensuring all staff have correct access to the management information system.
- To oversee the setup and maintenance of pupil form lists and new student records.
- To ensure that all duties and data responsibilities are discharged in compliance with data protection laws and safeguarding procedures.

Personal Responsibilities

- To be professional in dress and manner at all times.
- Can do attitude and flexible approach are essential to the post.
- Responsiveness and dealing with queries in a timely manner are required in the busy school setting.
- Proactively identify areas for improvement which can be implemented as per manager's approval.
- To be responsible for own career development and undertake training, professional development and other learning activities as appropriate.
- Be aware and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the relevant person. Suitability to work with children and undertake an Enhanced Disclosure and Barring (DBS) check and other employment checks.
- Any other reasonable requests from the Head.

PERSON SPECIFICATION ~ DATA & INFORMATION MANAGER

	Essential	Desirable
To have experience of managing IT systems and processes in a school e.g. SIMS.	√	
To have experience of handling data	√	
To have experience of handling school data	√	
To be well organised and have good attention to detail	√	
To be able to work under pressure, to deadlines and maintain confidentiality	√	
To be highly ICT literate and proficient user of Excel	√	
Have well-developed inter-personal skills and be able to communicate to a range of audiences	√	
To be able to prioritise well and demonstrate good knowledge of project management skills	√	
Have a background in accounting or business analysis		√
Be educated to degree level		√
Hold a professional qualification related to IT / data management.		√