



JOB DESCRIPTION

Job Title: Information Systems & Data Manager **Job No:**

Grade: GR4

Division:

No of Posts:

Section:

1.0 JOB PURPOSE:

- 1.1 To take responsibility for maintaining the Trust data processing systems. To support staff in expanding their knowledge of data processing systems and assisting them to use the system to the extent of its capabilities.
- 1.2 To provide data support services for the Trust and the schools.

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1 Investigate and report on all data requirements for the Trust, including examinations results.
- 2.2 Troubleshoot and liaise with IT Support Services for technical issues with data processing systems.
- 2.3 Support all staff in use of data processing systems and provide training as necessary.
- 2.4 Support each school/phase to develop, maintain, and monitor data processing systems
- 2.5 Routinely investigate and report any data validity issues to the Trust leadership team.
- 2.6 Provide recommendations to the Trust concerning areas of development within data processing systems.
- 2.7 Use scheduler (SIMS) to develop timetables for all schools within the Trust
- 2.8 Respond to subject access requests and liaise with the Data Protection Officer for all matters relating to GDPR compliance.
- 2.9 Oversee and maintain user access levels for data processing systems, liaising with Trust leadership and HR teams to manage new and departing employee access.
- 2.10 Provide Trust-wide training for accessing and reporting via data processing systems. This includes induction training for new employees.
- 2.11 Be first point of contact for teacher attainment input queries, data collection and associated record keeping
- 2.12 Administer and manage the creation and deployment of regular school reports to parents.
- 2.13 Co-ordinate and complete o the School Census, statistical government returns and Trust statistical returns.

2.14 Such other duties as may be commensurate with the grade and nature of the post.

**OBSERVANCE OF THE CITY COUNCIL’S
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

3.0 SUPERVISION RECEIVED:

3.1 **Supervising Officer’s Job Title:** Chief Operating Officer

3.2 LEVEL OF SUPERVISION

Left to work within established guidelines subject to scrutiny by supervisor

4.0 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised ie through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5.0 SPECIAL CONDITIONS: