

JOB DESCRIPTION

Post: Data Manager

Grade: PO3 **School:** Forest Hill

Reports to: Director of Strategy & Resources

Responsible: Exams Officer

Hours: 35 hours per week / all year round



MAIN PURPOSE OF JOB

1. To oversee and develop the school's use of strategic and operational data and systems within the school.
2. To lead the development, management and effective use of school data systems, including the school's Management Information System (MIS).
3. To support the Senior Leadership Team (SLT) in tracking and monitoring the progress of pupils across all year groups relating to achievement.
4. To work with SLT and Curriculum Leaders to ensure that Progress checks and Profiles are completed accurately and produced in a timely fashion and to support the SLT and Office Manager in running parents evenings and Academic Review Days
5. To support the SLT in tracking and monitoring the behaviour and rewards data across all year groups.
6. To produce and present clear, concise and accurate information to support the SLT and Governors in raising standards of performance in the school.
7. To lead on all aspects of :-
 - Data Collection
 - Analysis and Dissemination
 - All Examination and assessment arrangements
8. To set up, maintain and review highly complex data. Analysing, problem solving, developing solutions and/or strategies with senior leaders in increasing school improvement.
9. To line manage the Exams Officer and support their work where suitable.
10. To support the SLT in managing and arranging absence cover and maintaining the cover diary.

KEY RESPONSIBILITIES

Data Management

1. The implementation, development, management and control of the school MIS and other Assessment systems relevant to the school
2. To advise on new functionality where it can help meet the schools future needs
3. To oversee and update information held on school databases including changes to timetable exchanges, assessment, examination data and any other data required
4. To produce student reports, including the setup of assessment aspects and mark sheets for the collection of data
5. To ensure all teaching staff meet deadlines and statutory requirements for reporting are met
6. To provide instructions, support and training to facilitate teachers in the entry of data according to published deadlines
7. To liaise with other agencies as appropriate to ensure a full and accurate picture of prior attainment for all students
8. To coordinate the collection, entry and extraction of data required to ensure statutory and other statistical returns are completed accurately and within published deadlines
9. To manage the printing and distribution of reports including student reports, progress tracking reports, examination and assessment and any other data, including online publication

10. To provide statistical analyses of data as requested by SLT in terms of Curriculum Area, Subjects, Year Groups and any other cohorts and groups to analyse performance and identify progress and under achievement
11. To supply other data as requested by SLT and the Governing Body

New Students / Admissions

12. Liaise with the Office Manager / relevant staff to co-ordinate the receipt of all aspects of data relating to the Year 7 intake, the Sixth Form intake and casual admissions.

Absence Management

13. Ensure there is adequate cover for absent teaching staff
14. Liaise and maintain relationships with Teacher Supply Agencies for long and short term supply.
15. Ensure 'safeguarding' checks are in place for supply agency staff and provide these to the Finance Office in advance of any bookings being made.

Examinations

16. To ensure that all examination entries and claims are made according to published deadlines in liaison with key staff
17. To ensure appropriate processes and procedures for the administration of examinations and assessments, working to and meeting strict deadlines
18. To oversee communication with Examination Boards, as necessary, regarding all aspects of policy and procedure relating to examination regulations, attending any training provided by Examination Boards, the JCQ, and other bodies if appropriate
19. To ensure that all public examinations take place according to the regulations published by relevant bodies and that such regulations are publicly displayed and students duly informed
20. To ensure the arrangements for Access and special consideration for relevant students, liaising with Examination Boards and the school's Learning Support department, and ensuring compliance with the Equality Act
21. To ensure that systems to be used for submission of examination entries and for the receipt, recording and issuing of results and certificates are working effectively and reviewed on a regular basis

RESPONSIBILITIES

22. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
23. Be aware of and support diversity and ensure equal opportunities for all
24. Contribute to the overall ethos/work/aims of the Forest Hill School
25. To develop constructive relationships and communicate with other agencies/professionals
26. To share expertise and skills with others
27. To participate in training and other learning activities and performance development as required
28. To attend school events as required
29. To keep abreast of developments and changes in fields relevant to the role and communicate these to staff as appropriate
30. To recognise own strengths and areas of expertise and use these to advise and support others
31. To undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

This Post has a responsibility for safeguarding and promoting the welfare of children and young people.

PERSON SPECIFICATION



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EXPERIENCE (Essential Requirements)

Previous proven management experience of working in Administration/Data Sectors in a senior role to include line management of a team

QUALIFICATIONS/TRAINING (Essential Requirements)

Relevant recognised degree/related professional qualifications in ICT/business administration or substantial experience

Excellent numeracy/literacy skills

KNOWLEDGE (Essential Requirements)

Data:

Comprehensive proven knowledge of Data Systems, with an emphasis on reporting;
Understanding project and data management;
Experience managing projects to tight deadlines;
Excellent analytical and problem solving skills;
Experience in analysing trends and recommending practical measures for improvement;
Good research skills
Good organisational skills;
Efficiency, accuracy and attention to detail;
Expertise in SQL script writing

Exams

Comprehensive understanding of Exam procedures and appropriate legislation
Knowledge of office procedures and practice, including the appropriate use of information technology

Experience

Experience in the use of both Microsoft Excel and Access, together with the associated
Experience of setting up and monitoring procedures for data accuracy
Experience of statistical expertise, to be able to present statistical information
Experience of examination administration and procedures
Experience of academic monitoring administration and procedures
Experience of working accurately to deadlines
Experience of inputting and maintaining electronic data
Experience of working in a customer-focused environment

Skills

Excellent IT skills including use of Word, Excel, Outlook and SIMS / database entry
Able to handle volume of work and work effectively under pressure
Able to work quickly and accurately to deadline
Excellent organisational and time management skills able to plan and prioritise own workload
Excellent attention to details and good analytical skills
Excellent oral and written communication skills
Ability to write clear reports and to keep concise records of work undertaken

Aptitude

Ability to collate, maintain and monitor records.
Ability to design and implement new administrative and management systems in response to specific service requirements.
Ability to collate and digest complex data from a variety of sources to produce timely, accurate reports.
Ability to work calmly and efficiently under pressure
Ability to work alone and as a member of a team
Ability to use initiative
Ability to learn and use new systems quickly
Able to work flexibly adapting to changes in work priorities as needed
Able to maintain confidentiality in all circumstances
Ability and commitment to provide a quality responsive service, demonstrating professional and tactful approach to work and dealing with customers
Ability to advise managers and others correctly and in appropriate manner
Ability to plan and develop systems
Ability to relate well to children and adults
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these

Personal Qualities

- May be required with notice to attend meetings or to work outside of core working hours
- Reliable attendance

Equal Opportunities

To operate a positive commitment to the Council's Equality and Diversity Policy and to ensure that it is implemented within the service area of the post

Circumstances

The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status then they will be required to complete an application only if recruited to this post.

This post requires a commitment to and an ability to contribute to safeguarding and promoting the welfare of children and young people.
