



**Sydenham School  
Dartmouth Road  
London SE26 4RD**

**Forest Hill School  
Dacres Road  
London SE23 2XN**

### **JOB DESCRIPTION**

**Title: Sixth Form Data Manager**

**Grade: PO3**

**School: Sydenham School**

**Section: Administration**

**Post No:**

**Reports to: Deputy Headteachers**

**Hours: 35 hours per week – all year round**

#### **Main purpose of job**

The implementation, development, management and control of all Sixth Form data across SFH6 (Sydenham and Forest Hill schools) and other IT systems relevant to the smooth running of the Sixth Form. The provision and analysis of relevant data for school leaders including student progress, exam results, recruitment, coursing and attendance. To operate an annual programme of performance and contextual data collection for analysis relating to the Sixth Form. The compilation and submission of statistical and other returns including the Sixth Form census.

#### **Key responsibilities**

1. To maintain SIMS PX across SFH6, ensuring this is up to date and working effectively across both sites.
2. To set up and maintain ALPS Connect to ensure that staff are able to analyse progress and outcomes swiftly and accurately.
3. Work across SFH6 to ensure that the Sixth Form census is completed accurately and in a timely fashion.
4. Advise the Sixth Form leadership team on the implications of Sixth Form funding arrangements.
5. Oversight of data input by staff, ensuring clear communication and timely completion.
6. To manage the collection, verification and staff entry of data to provide an accurate and timely base for analysis, planning, monitoring reporting and processing of returns relating to provision and outcomes.
7. To offer advice and guidance to staff in the use of data related data systems across SFH6 at an operational and strategic level. This includes ALPS Connect and SISRA.

8. Provide returns, reports, statistical and related information, as requested, for the DFE, LA, the SLT, staff, students and parents ensuring the provision of accurate and appropriate information to relevant parties.
9. To support the SFH6 admin team to ensure the smooth enrolment and coursing of students via SIMS both on GCSE results day in August and throughout the year.
10. To liaise with IT providers on each site to ensure that all students are issued with a school email address.
11. To work with key staff on each site to ensure the smooth running of the Sixth Form timetable, data systems and exam results analysis.
12. To work in conjunction with Sixth Form leadership to produce curriculum grid plans.
13. To work with the member of the senior leadership team who constructs the school timetable at Sydenham and Forest Hill schools, providing support to ensure the timetable is fully integrated into the MIS System across SFH6.
14. Under the direction of the Sixth Form Leadership team create, design, implement and review all assessment data and reporting systems used in the Sixth Form.
15. Manage the assessment system ensuring appropriate data is collected on all students and is accessible to class teachers.
16. To work with the Sixth Form leadership team to provide accurate and timely and accessible data from which targets can be set at a variety of levels and analysis can be made.
17. To keep up to date with current developments in Sixth Form MIS systems and Sixth Form funding and to be able to update and advise SLT on these developments.

### **Responsibilities**

- 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.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

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.



## PERSON SPECIFICATION

**Title: Sixth Form Data Manager**

**Grade: PO3**

**School: Sydenham School**

**Section: Administration**

**Post No:**

**Reports to: Deputy Headteachers**

**Hours: 35 hours per week – all year round**

### QUALIFICATIONS/TRAINING (Essential Requirements)

Relevant recognised degree/related professional qualifications or substantial experience  
Excellent numeracy/literacy skills

### KNOWLEDGE (Essential Requirements)

- A high level of knowledge of Management Information Systems
- A general understanding of SQL databases
- Knowledge of other associated software and the ICT skills to support the data management of the school system
- Knowledge of office procedures and practice, including the appropriate use of information technology.
- Understanding of policies/codes of practice/legislation relevant to the management of Sixth Form Data and funding or the ability to develop this understanding quickly
- Ability to plan and develop systems
- Ability to relate well to young people and adults
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities
- To have a high level of statistical expertise, to be able to present statistical information
- To have a high level of expertise in the use of Microsoft Excel to create bespoke, easily understood spreadsheets with security and data validation as required
- A good technical understanding of current online platforms that support the schools work in using data effectively
- Knowledge of xml.

### Experience

- Experience of data management
- Experience of working accurately to deadlines
- Experience of inputting and maintaining electronic data

- Experience of working in a student-focussed environment.

### **Skills**

- Able to handle volume of work and work effectively under pressure
- Excellent organisational and time management skills.
- Excellent attention to detail and good analytical skills
- Excellent oral and written communication skills.

### **Aptitude**

- Ability to collate, maintain and monitor records.
- Ability to design and implement new administrative and management systems in response to specific 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.

### **Personal Qualities**

- May be required with notice to attend meetings or to work outside of core working hours
- Reliable attendance
- Must meet London Borough of Lewisham requirements for the post.

### **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.

---

Prepared by: Gill Pooley (DHT) Allison Costello (HR)

July 2020

Post Holder Name and Signature: .....

Line Manager Name and Signature: .....

Date: .....