



## **HORSFORTH SCHOOL**

### **JOB DESCRIPTION**

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| <b>Job Title:</b>      | <b>Data Manager</b>  |
| <b>Responsible to:</b> | <b>Deputy Headteacher (Curriculum)</b>                             |
| <b>Pay Band:</b>       | <b>PO3/4 32-38 £33,743 - £39,591</b>                               |
| <b>Hours:</b>          | <b>Full time, Monday – Friday.<br/>Term time only plus 10 days</b> |

#### **Main role:**

We are seeking a committed, Data Manager to support and continue the school's Management Information System and accompanying data solutions. The Data Manager is responsible for the overall consistency, accuracy, integrity and security of academic data. This includes the development and maintenance of the database, school report facilities, and integration with third party systems, staff training and end user support.

This role is supported by a Term-time Data Assistant.

#### **The successful candidate must:**

- Have experience of using SIMS, SISRA and ALPS or similar packages
- Have up-to-date knowledge of school performance data
- Have advanced excel skills
- Have the ability to present information in a clear and understandable format
- Be an excellent communicator

This role is fundamental to the school's on-going progress. The post holder will be involved in the continuing development of the Management Information Systems. Other key areas will be to facilitate staff engagement with SIMS and to continue to improve communication between the school and parents.

#### **Main duties will consist of:**

1. Under the oversight of the Curriculum Deputy Head, manage and develop systems for the recording, analysing and reporting of pupil data, particularly in relation to internal and external assessment
2. Manage pupil admissions and actively ensure that new pupils on roll are added to the system database in a timely manner
3. Support school staff with the setup, introduction of any new MI and supporting communication packages

4. Provide guidance and support to the Leadership Team to assist in the accuracy and publication of attendance, progress and behaviour data
5. Support with the integration of the school MIS with other software packages, for example SISRA, CPOMs and other software
6. Utilise SIMS/ SISRA/ ALPS to produce informative reports and provide training to colleagues as required
7. Production of examination data and baseline test data as required by the Deputy Head (Curriculum);
8. Keep abreast of the latest developments in national data reporting, pupil assessment and academic systems
9. Responding to staff demands for data reports that can be extracted from MIS
10. Supporting with production of student and staff timetables;
11. Managing the assessment, tracking and reporting processes across the school;
12. Undertaking the work required for routine, regular and periodic processing eg Termly Census, LEA returns
13. Developing ad hoc system reports as required;
14. Leading the development and integration of new platforms and ICT systems alongside the IT department
15. Developing and maintaining pupil and parent portals so that they best serve the needs of the respective stakeholders;
16. Assisting with the running of MIS training sessions and to advise non-teaching and teaching staff on the use of the MIS;
17. Proactively producing and disseminating user guides for the MIS and to publicise features as they are developed;
18. Liaising with the MIS provider to ensure the MIS is kept current;
19. Participating in and attending meetings and training as appropriate including INSET days;
20. Keeping up-to-date with the latest relevant technological updates;
21. Taking an active role in professional development;
22. Undertaking such other tasks as may from time to time be required by the Leadership Team
23. To be aware of and support difference and ensure equal opportunities for all.
24. To contribute to the overall ethos/work/aims of the school.
25. To appreciate and support the role of other professionals.
26. To attend and participate in relevant meetings as required.
27. To participate in training and other learning activities and performance development as required.
28. Support other teams flexibly as required.

### **Education, Training and Previous Experience**

1. Educated to A Level and a degree in a related subject is desirable.
2. Experience in data input processing and analysis skills.
3. Strong Microsoft Office skills, especially Excel
4. Familiarity of SIMS/ SISRA and ALPS would be advantageous.
5. Used to working as part of a team.
6. Experience of communicating with a wide range of stakeholders.
7. Prioritisation, organisation and time management skills.
8. Proven ability to work with data.
9. Effective and confident verbal and written communication skills.

**NOTES:**

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is not necessarily a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.