

Job Description Whitley Academy



Job Title: Data Systems Manager

Grade: Grade 6/7 - £24,472 - £36,571

Line Manager: Director of Finance & Operations/
Senior Leadership Group

Location: Whitley Academy

Contract Terms: 37 hours per week – All Year Round

Job Purpose:

The post holder will be responsible for maintaining the School's information/data management system, including the production of assessment data, in support of the School Development Plan. The Data Systems Manager will also be expected to work closely with, and take direction from, the Headteacher and other members of the Senior Team and will lead the Data team in the provision of accurate data, analysis of data and preparation of complex reports

The post holder is responsible to:-

- The Director of Finance & Operations in all matters
- The SLG in matters relating to data analysis

Professional interaction with colleagues is expected in order to maintain productive relationships and promote mutual understanding. Staff members are entitled to expect courtesy and respect from students and are expected to work towards a constructive and harmonious relationship with them.

Duties and Responsibilities:

Data Management

Have overall responsibility for ensuring the School has an integrated MIS approach e.g. ensuring consistency, accuracy, integrity and timeliness of data input to the School's management information system (SIMS) and other platforms, such as SISRA.

Oversee the processing of assessment data, i.e. accurate student performance information is available at set points in the school calendar, and as required on an ad hoc basis.

Working alongside the SLG, and in liaison with other members of staff, to provide management information and student statistics complete appropriate returns of information to the DfE and other statutory bodies (including Staff / Student Census & Post-16 Learning Aims) and assist with processing of information returned from the DfE and other statutory bodies.

Keep abreast of best practice developments relating to data and information in order to ensure that internal procedures and processes are most effective.

Review, monitor, implement and develop systems and strategies to support and enhance the development of the school's information management systems.

Make appropriate preparations to ensure that the SIMS is ready for the beginning of each academic year e.g. carrying out year-end procedures and set up and maintain pre-admission groups.

Admitting students; in-year joiners and processing leavers. Ensuring the effective administration of procedures relating to school meals including maintaining records and completion of returns.

Employ effective forecasting techniques to aid the setting of the School's targets by overseeing the creation of mark-sheets for assessment data entry using input data as decided by SLG.

Have an understanding and ensure that the school complies with the requirements of the Data Protection Act and carry out work in accordance with these requirements.

Maintain an understanding of the Assessment Officer and Exams Officer roles and stand in during periods of absence if required to undertake key data tasks.

Administration

Provide advice and guidance on information management and data capabilities to colleagues.

Oversee the processing and production of student reports.

Assist the SLG with the updating of information stored in SIMS, in particular:

- Staff and room timetables.
- Construction of the annual timetable.
- Once constructed, maintain the timetable.

Promote the pastoral and academic structure into the new academic year as required.

Updating course structure as required.

Analyse and evaluate data/information and produce reports/information/data as required.

Complete and submit complex forms, returns etc..

Undertake typing and word-processing and complex IT based tasks, databases and spreadsheets are customised to meet the information / data needs.

Ensure data reports are presented in user friendly and easy to interpret manner.

Line Management of data team and the administration staff to ensure adequate and efficient provision of administrative support to the School.

To manage the admissions appeals process for the academy and liaise with the other academies.

Responsible for the administration and processing of sickness/absence recording.

Responsible for the day to day management of the schools "cover" arrangements. Following approval from the Vice Principal enter approved inset and meeting cover requirements, on a daily basis arrange cover for sickness and other urgent requirements and produce regular reports and statistics and ensure existing staff are used for cover in accordance within DfES guidelines. The main contact with supply agencies for the purpose of buying in cover and management of the supply budget. Directing the cover supervisors as required.

Management of the administration relating to the organisation and planning of school trips.

Resources

Operate relevant equipment/complex ICT packages (e.g. SIMS, NovaT Microsoft Office, Advanced Excel).

Responsibility for using estimate data and self review tools Provide advice and guidance regarding the School's data processes to staff, pupils and others.

Liaise with the IT Manager about tasks to support the School's IT and MIS strategies.

Investigate any discrepancies or anomalies in data and report findings to end-users.

Management

Line manage the Data team (Assessment and Exams Officers) ensuring the effective and efficient operation of the department and that each individual is effectively deployed

Hold regular team meetings with direct reports in order to address any issues arising and to bring these to an acceptable conclusion wherever possible.

Be responsible for the performance management and professional development of the data team.

Assist in the recruitment and induction of new data team staff.

Decision Making

The post holder will need to seek solutions to operational and logistical problems and make day to day operational decisions but will refer matters of policy or strategic decisions to the Senior Team.

Resources

The jobholder is accountable for the accurate handling and security of incoming and outgoing data related to students.

Working Environment

The work must be completed methodically, confidentially and to deadlines There will be a high level of interaction with parents and outside agencies. Contact with students is about routine matters.

Extensive use of Display Screen Equipment.

Knowledge and Skills

The jobholder must have the ability to undertake data entry at an advanced level, be an advanced user of Word/Excel, and be well organised and able to effectively meet tight deadlines to stakeholders.

The jobholder must have obtained or be willing to work towards a Professional Data Manager's qualification such as the SSAT Data Managers Award.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).

All duties and responsibilities must be carried out with due regard to the Academy's Health and Safety Policy. Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.

Date Reviewed: March 2016