

## JOB DESCRIPTION

### Strategic Data Manager

September 2020

**NAME:**

**POST: Strategic Data Manager**

**RELATIONSHIPS:**

The post holder is accountable to the Director of Digital Strategy in all data matters relating to this post and the Senior Deputy in all privacy matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work closely with team members and support the team when necessary.

**PURPOSE:**

To take responsibility for operational management and strategic development of our use of data throughout the school, and to play a key role in the day to day management of GDPR for all staff.

This role will enable Godolphin to develop and maximise our use of data to inform and guide all aspects of our operations, not just teaching and senior leadership, but admissions, marketing, finance and administration. Better data management will also allow us to communicate more effectively with parents, students and governors. The postholder will play a key part in the day to day management of GDPR throughout the year and will act as the SIRO.

**MAIN DUTIES & RESPONSIBILITIES:**

Strategic data management

- To maintain an overview of data use throughout the school
- To proactively develop the use of data throughout the school to ensure that all functions are making best use of data to inform and develop their work (teaching staff, senior leadership, finance, marketing, admissions and administrative staff)
- To ensure that data is used effectively to support and inform all stakeholders, including students, parents and governors
- To take overall responsibility for all aspects of our MIS (currently SchoolBase)
- To proactively develop the use of our MIS to further support the delivery of an outstanding Godolphin education
- To develop and maintain a good understanding of alternative MIS systems to enable effective advice to be given should we wish to consider a change of MIS in the future
- To train and advise staff to enable their independent use of data and the MIS
- To oversee software integrations to ensure that our school systems work smoothly with the MIS acting as a single central source of data

- To ensure high quality data in all school systems, performing data cleansing as needed
- To support the Deputy Head (Academic) to ensure effective use of the MIS for reporting, results, academic tracking, timetabling and attendance
- To develop tools to improve the accessibility and usage of data throughout the school, improving the use of data analytics and data visualisation
- To enhance the collection, flow and publication of information from different data sources
- To understand and develop the policy concerning archiving and retention practices, ensuring that historic data and files are stored in accordance with current legislation and good practice
- To maintain up to date records and documentation
- To keep up to date on developments in data management and good practice
- To commit to continuing professional development to ensure ongoing high performance in this role
- To work collaboratively with our on-site managed service provider as necessary

#### Privacy

- To act as the Senior Information Risk Officer (SIRO)
- To advise and liaise with Information Asset Owners, the Data Protection Officer and other Information Governance team members
- To develop and maintain an Information Risk Register
- To liaise with our on-site managed service provider to ensure effective management of data threats, hazards and controls
- To create and oversee the use of Data Protection Impact Assessments
- To advise and train staff on GDPR issues and procedures
- To keep up to date on developments in privacy legislation and good practice

#### Policies

- To co-ordinate and contribute to the management of Godolphin's data-related policies, such as Data Protection, Acceptable Use and privacy policies

#### **GENERAL:**

- To promote and support Godolphin's culture of "Friendship, Encouragement, Support and Mutual Respect" and encourage staff and students to follow this example.
- To promote and safeguard the welfare of students in your care or that you come into contact with in accordance with the relevant School Child Protection and Safeguarding policies.
- To comply with, promote and act in accordance with all School policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the School Business Manager at the earliest opportunity.

- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately.
- To maintain positive and effective working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

**ADDITIONAL INFORMATION:**

Throughout the School it is our practice to vary the specific responsibilities in line with the needs of the School. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from their Line Manager or member of the Senior Management Team to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the Job Description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head or nominated representative (in consultation with the post holder) to reflect the changing needs of the School.

**Signed:** ..... **Date:** .....

**Post Holder**

**Signed:** ..... **Date:** .....

**Head**

One copy to be retained by member of staff and one kept on the employee's file.

**Godolphin School Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Students Following the latest Safeguarding Children Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974.**



## DEPARTMENT OVERVIEW

The IT Support department consists of two staff deployed by Medhurst as part of our managed service contract, plus the Strategic Data Manager. The Strategic Data Manager is employed directly by Godolphin and works independently from Medhurst, collaborating as needed. Digital at Godolphin is overseen by the Director of Digital Strategy.

## PERSON SPECIFICATION:

| CRITERIA               | ESSENTIAL                                                                                                                                                  | DESIRABLE                                                                                                                                                 | EVIDENCE                                             |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>Qualifications</b>  | 1. Educated to degree level, or equivalent level by experience<br>2. GCSE English/Maths Grade C or above, or equivalent                                    | 3. Data management qualification<br>4. Wider IT qualifications                                                                                            | Application Form<br><br>Original Certificates        |
| <b>Work Experience</b> | 5. Three or more years' experience as a data manager in a school or business environment<br>6. Strategic leadership of data within an organisation         | 7. Experience of day-to-day management of GDPR<br>8. Experience as a SIRO<br>9. Experience of staff training<br>10. Use of PowerBI for data visualisation | Application Form<br><br>References<br><br>Interview  |
| <b>IT Skills</b>       | 11. Managing a school MIS or equivalent<br>12. Excellent understanding of database structure and queries<br>13. Excellent Office 365 and general IT skills | 14. PowerBI<br>15. SchoolBase                                                                                                                             | Application Form<br><br>Skills Test<br><br>Interview |

|                                     |                                                                                                                                                                                                                                                                                                                                                                       |                                 |                                                                                |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------------------------------------------------------|
| <b>Communication Skills</b>         | <p>16. Ability to communicate technical concepts to non-technical staff</p> <p>17. Confidence and clarity to work with users to understand their data needs</p> <p>18. Confidence and clarity to communicate effectively with technical staff</p> <p>19. Excellent communication skills, particularly written English</p> <p>20. Accuracy and attention to detail</p> |                                 | <p>Application Form</p> <p>Person Specification Statement</p> <p>Interview</p> |
| <b>Personal Qualities or Skills</b> | <p>21. Ability to plan and execute new strategic developments whilst managing the detail associated with day-to-day operation managing data</p> <p>22. Good organisational skills; able to manage a range of competing demands</p> <p>23. Proactive, able to think laterally when required</p> <p>24. Adaptable and flexible</p> <p>25. Positive team player</p>      | <p>26. Good sense of humour</p> | <p>Application Form</p> <p>Interview</p>                                       |