

## JOB DESCRIPTION

<b>Post title</b>	Data and Assessment Manager – MIS Support	<b>Reporting to</b>	Trust Manager Data, MIS and IT
<b>Location</b>	Trust Wide	<b>Grade</b>	Band E/F
<b>Contract type</b>	Full time permanent	<b>Hours of work</b>	37 hours per week 52 weeks

### Post Summary

To develop and maintain PowerBi dashboards to support our schools with having high quality data to hand whenever needed. The dashboards will be live, and data shared through SharePoint environments with all of our staff and governors. In addition, the post is to provide support and assistance to all schools for Data, Data Analytics and MIS.

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

### Duties and Responsibilities

- To lead on data analytics through PowerBi.
- To develop and maintain PowerBI dashboards for principals and staff across the trust whenever required
- To work with key staff in identifying and creating dashboards to analyse data to support our schools when required.
- To quality assure the data and information held within our MIS systems
- To support with streamlining our assessments across the trust, leading on creating dashboards to analyse this data in a timely manner.
- To support with streamlining our MIS systems across the trust
- To support our Cloud specialist with exporting data and running scripts so we can manipulate and support our governors, principals, and academies with having the data needed at their fingertips.
- To provide technical support across both Academies in a timely and effective manner.
- To support all schools with assessment within SIMS.
- To support with problem solving any issues individual academies may be experiencing, expediting issues, and liaising with our support providers where necessary
- To support academies with transitioning to online communicating with our parents, currently our provider is EduLink.

- To develop and understanding of how our admin teams work and support them with processes to reduce workload through IT.
- To maintain a high degree of customer service for all support queries
- To take ownership of user problems and be proactive when dealing with user issues
- Develop and maintain a strong working relationship with our office and business managers.
- Follow and adhere to all Trust policies and procedures including data protection policy, equality and diversity policy, health and safety policy, safeguarding children in education - child protection policy.
- Support our academies with all tasks relating to our MIS system, such as but not limited to Census, examinations, student emails, applicants etc.

### **Summary of Job tasks:**

- Develop and Maintain PowerBi dashboards
- Analyse key data and create dashboards for demonstrating this data to key stakeholders.
- Lead on all assessment data across the trust
- Supports academies and office staff with the use of MIS and any accompanying packages.
- Assists with the identification of problems individual academies may be facing.
- Oversee quality assurance of our data held within our MIS system and data cleansing where possible.
- Liaises with Trust Central Team to resolve problems where applicable.
- Assists with ensuring adequate arrangements exist for the security of data, systems and hardware.
- Support with identifying and rectifying issues with our academies MIS systems

## **Special Conditions of Employment**

### **Rehabilitation of Offenders Act**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

### **Equality and Diversity**

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### **Training and Development**

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### **Mobility**

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

### **Amendments**

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.