Data Manager – Grade 8

Job purpose

The College is a provider of high-quality values led academic education for all our students and develops the sporting, artistic, music and social potential of each and every one of our young people.

You will be an integral part of the team responsible for the data management aspects of the College relating to student data. You will ensure the accurate input, maintenance and analysis of student data held within the schools Management Information System. This will include the gathering, storing, maintenance and analysis of pupil level and College level performance data to support College self-evaluation, fulfil obligations to external bodies, providing information to parents and support the work of the Senior Leadership Team. You will also work alongside the Assistant Principal for Curriculum to plan and create the whole school timetable.

Your knowledge of information systems, intelligence data and effective analysis are essential to drive forward school improvements.

Your experience of producing statistical and business intelligence data, undertaking research and analysing data allows you to develop better intelligence for the College's decision makers. Working with colleagues within and outside the College will come naturally and your communication skills will enable you to work with colleagues to ensure data recording is accurate and completed on time.

You will provide training and guidance to support system changes, maintain accurate data and induct new colleagues. You will understand that information security is integral for information management.

Key areas of responsibility

You will support the Assistant Principal - Curriculum, Assessment and Raising Standards in delivering high quality business intelligence and management information.

Assessment, Tracking and Intervention
- Development and maintenance of Schools Information Management System (SIMS)Assessment Manager, SISRA (system which tracks pupil progress and performance measures) and other software to provide tracking, monitoring and analysis to teachers, Faculty Leaders and the Senior Leadership Team to support pupil progress and improve outcomes.
- Maintain an accurate database of assessment information, monitoring the submission of relevant data by staff in accordance with the assessment calendar, ensuring accurate recording of data.
- Design, development and production of complex marksheets and report templates. Working with staff to identify their data requirements, putting in place solutions that address these needs.

- Ensure Senior Leadership Team, Faculty Leaders, Achievement Coordinators and other staff receive accurate and timely analyses and reports relating to College and student performance as per the assessment calendar.
- Provide accurate data and information to support the SEF (School Self-Evaluation Form) and SIP (School Improvement Plan).
- Produce detailed tabular and graphical analysis of internal student assessment data and external examination results.
- Ensure relevant targets are set for all pupils and produce and distribute target information.
- Design and produce reports illustrating trends in College data and which inform parents of individual student progress.
- Maintain awareness of the changes to DfE (Department for Education) accountability measures, curriculum updates and developments in the use of data and target setting within the education sector, advising of the implications on tracking systems and analysis within College.
- Monitor and supervise the use of SIMS Assessment, SISRA, FFT (Fischer Family Trust) and other software by staff and provide support, training and advice as necessary.
- Provide administration support for intervention strategies of key groups including revision schools, student conferences and student mentoring programmes.

Development and Maintenance of Management Information Systems (SIMs)
- Input and maintain accurate student data held in SIMS.
- Produce and submit termly School Census to the DfE, similar returns to the Diocese and other statistical government returns.
- Routine maintenance and production of reports on whole College and student level data e.g. exclusions, student movement.
- Perform start and end of year routines in line with the SIMs Yearbook, ensuring the smooth transition from one academic year to another.
- Develop, maintain and administer the College's reward and behaviour tracking systems.
- Support the College admissions process.
- Maintain awareness of SIMs updates and training.
- Provide support and training for staff where necessary, producing guidance on College data systems.
- Ensure all data is kept secure and fulfils the requirements of the GDPR (General Data Protection Regulations).

Curriculum and Timetable
- Perform student curriculum assignment and updating course memberships.
- Maintain and update the Duty Rota, C3 Detention Rota and any other rotas as necessary.
- Produce and maintain documentation relating to the Curriculum and Timetable, such as Curriculum Maps and Options booklets.
- Responsible for SIMs Options Online and the maintenance of ClassCharts.

Communication and Events
- Update and maintain records accessible to parents via the Parent App.
- Produce marketing and communication materials for internal and external use.

Administration

- Allocate and maintain user accounts for online services such as DfE Secure Access, SISRA, FFT and ClassCharts.
- Contribute to in-house training as required.
- Support staff in the use of SIMS and in their adherence to data protection regulations.
- Deal with student, staff, parental and outside agency requests and enquiries, as necessary.

Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of using IT systems for inputting, retrieving and analysing data to ensure the effective and accurate management of data.	Essential
Experience in the use of School Management Information System (SIMS), SISRA or other school data systems.	Essential
Experience of the manipulation and checking of large data sets.	Essential
Qualification in IT, Business or Information Studies or equivalent experience or demonstrable ability to produce work to this standard.	Essential
Ability to bring high levels of precision and speed to the tasks required to ensure rigorous data validation together with high levels of attention to detail, whilst meeting deadlines.	Essential
Knowledge of school curriculum and timetables in relation to Government and Local Authority data sources.	Essential
Knowledge of legislation and good practice about data confidentiality, data protection, freedom of information and data security.	Essential
Experience of problem solving, evaluating information and applying criteria to make informed judgements	Essential
Ability to communicate effectively with staff at all levels, both written and verbal	Essential
Ability to understand and interpret technical documentation such as statutory guidance, legislation and ensure that new requirements are reflected in data output, software instructions or statistical methodologies.	Essential
A high level of technical skill and ability in dealing with database queries, development of systems to automate processes, including a high level of skill in the use of MS Excel & other databases.	Essential
Ability to present analysed and performance information to a high level of quality and design, using a wide variety of different methods and approaches.	Essential

General information

DBS check at the appropriate level

When you start in your role you will receive a comprehensive induction and any mandatory training including safeguarding.

You will also have regard for the ethos, policies and practices of the college and maintain high standards in your behaviour, attendance and punctuality, These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through the College's communications.

This job description is intended to provide an understanding and appreciation of the responsibilities associated with the role. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.

For Office Use Only:

Job Category	SCHOOLS (All Saints Catholic College)	Grading ID	689 20/12/2021
Job ID	ID 66530	Last Updated	Final 21/12/2021

Contractual Variants

DBS Category	Children	DBS Type	Enhanced + Barred
Health Check	Yes	Politically Restricted	
Standby		Other	
Checked by HR			