St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Data Manager, MIS Lead and Exam Support

Reporting to: Headteacher / SLT

Liaising with: Academy Leadership Team, Teaching and Classroom Staff, Admin Team, Local Governing Body, ICT Manager, External Suppliers, other colleagues, Trust Data Manager, external agencies.

Grade/Salary: Band 5, SCP 19 – 24, £31,067 - £34,314 Per Annum (Full time equivalent)

Hours: 37 hours per week (additional hours may be required to meet the requirements of the role), 42 weeks per year, to include the week of GCSE examination results

Location: Blessed Robert Sutton Catholic Voluntary Academy, Bluestone Lane, Stapenhill, Burton-on-Trent, DE15 9SD.

Core Purpose:

- To ensure the efficient and effective use of data within the Academy so that Teaching and Learning is targeted and appropriate to enable every student to meet or exceed their expectations.

- To prepare, collate and disseminate student attainment, assessment, progress and standards data as required, to the Trust, Academy Leadership Team, Local Governing Body, staff, students and parents/carers.

- To support the internal and external examinations process.

Specific areas of responsibility and key tasks:

Data Management

- To keep informed and abreast of developments in data management in relation to an educational environment and make recommendations to the Leadership Team accordingly.
- To ensure that the examination boards, their syllabuses and grade thresholds are chosen to best meet the needs of all students.
- To keep up to date with all legislative and government policy changes relating to information management and their implications.
- Responsible for the management and production of student reports.

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- To adhere to the requirements of the General Data Protection Regulations and safeguarding legislation.
- To analyse and interpret performance data and produce reports to assist the Senior Leadership Team in their decision-making e.g. Exam data, attainment, progress and attendance data.
- To analyse the academies results on examination results day and ensure timely submission of these to local authority, Trust and Academy SLT, Governors.
- To liaise with the ICT Manager to ensure the effective running of the relevant software and hardware.

Exams Support

- Support arrangements for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken.
- Support ARBOR Examinations Organiser module, maintain course links in ARBOR Course Manager and produce reports from ARBOR Assessment Manager and ARBOR.net.
- Liaise with staff and Heads of Departments regarding pupil examination entries and registrations.
- Disseminate examination information to staff, pupils, parents/carers, invigilators, including exam and invigilation timetables, regulations, guidelines and querying results.
- Complete examination entries, check and securely store examination papers and send completed scripts to external examination boards.
- Support the examinations budget effectively.
- Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules and controlled assessment requirements.
- Liaise with the SENDCO to organise access arrangements for students and to make applications to the JCQ for these arrangements
- Receiving, checking and securely storing confidential examination materials
- Organise the school's invigilators, including training and ensuring up to date information is provided to them.
- Support the preparation of examinations, including room set up, attendance registers, providing and checking seating plans and stationery.
- To be available on GCSE results days to process and issue examination results to staff and students in line with examination board requirements and school policies and procedures

Systems Management

- To be the MIS and assessment systems administrator (ARBOR, SISRA and FFT Aspire), supporting and training members of staff as and when required, dealing with external systems queries from parents / carers as required.
- To ensure the student data held in the MIS is accurate and up to date, in line with GDPR and safeguarding requirements.
- To support the SLT member in the production of the Academy timetable using Timetabler.

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- To set up and maintain the options process in ARBOR.
- To be responsible for ensuring that SISRA is updated with student targets on an annual basis.
- To be responsible for MIS student data transition from one academic year to the next to ensure data is accurate and fit for purpose ready for the new academic year.
- Set up and maintain registration groups and house structure in MIS.
- To be responsible for updating student timetables and curriculum changes throughout the academic year.

Statistical Returns

- To prepare and complete the statutory pupil census returns and ensure they are submitted in a timely manner.
- In liaison with the SLT and Trust Data Manager, to ensure accurate data is provided for Trust Data returns.
- To complete other required statistical returns, ensuring data integrity and timely submission, as and when required.

Student Interventions

- To co-ordinate and maintain an interventions calendar over the course of the academic year.
- Production of examinations booster timetable prior to external summer examinations.

Additional Duties

- To be flexible and work according to the needs of the Academy and Trust, undertaking any other duties, which may be required as directed by the Headteacher including assisting in other sections of the administration of the Academy where necessary
- Contribute to the overall ethos/aims of the Academy and that of the Trust
- Recognise own strengths and areas of expertise and use these to advise and support others
- Responsibility for promoting and safeguarding the welfare of children and young people that you may come into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To promote the agreed vision and aims of the Academy and the Trust.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings.
- Any other duties required to ensure the positive outcomes for our pupils.

The St Ralph Sherwin Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced

Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Data Manager, MIS Lead and Exam Support

	Essential	Desirable	How evidenced?
Training and Qualifications			
Educated to A Level or above, including a minimum of GCSE (or equivalent) grade C in maths and English	Y		A
Data Management qualification or relevant experience		Y	A
Evidence of commitment to continuing professional and personal development of self and others	Y		A & I
Experience			
Experience and working knowledge of school/academy data and performance measures		Y	A & I
Experience and working knowledge of SISRA and/or similar assessment analysis programmes		Y	A & I
Proven experience of working in data management and analysis	Y		A & I
Experience of working in a pressurised environment with competing deadlines	Y		I
Experience of managing and maintaining MIS systems within a secondary school setting.		Y	A & I
Professional Knowledge and Skills			
Excellent knowledge of ICT systems including Microsoft Word, Excel, Access, PowerPoint	Y		A & I
Excellent interpersonal skills and ability to communicate effectively both orally and in writing, including dealing with various stakeholders, in the presentation of ideas, recommendations and analytical reports	Y		A & I

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Ability to establish and maintain effective working relationships whilst demonstrating a flexible approach	Y		I
Ability to present data in a user-friendly manner and communicate it effectively	Y		I
Ability to set up and maintain efficient manual and computerised administrative systems to ensure smooth running and streamlined services	Y		I
Ability to be proactive and use own initiative be creative and think beyond the obvious solutions	Y		I
Ability to work under pressure and ensure that deadlines are met	Y		I
Ability to analyse complex information from a range of reporting and analytical systems	Y		I
Personal Attributes			
Willingness to support Catholic life in schools	Y		I
Ability to promote diversity and equality of opportunity	Y		I
Safeguarding			
A commitment to safeguarding and promoting the welfare of children and young people.	Y		I

Key:

I – Interview

A – Application form