



OAKLANDS SCHOOL

DATA MANAGER

JOB DESCRIPTION

Post Title	Data Manager
Responsible To	Data and Assessment Manager
Salary Scale	S01-S02 (23-28) £32,301-£35,067 pro rata per annum
Full Time	35 Hours per week (42 Weeks per year to include exam results days and Sixth Form enrolment days)

Purpose of Job

- To be responsible for all student admissions procedures including; all in year admissions and Sixth Form enrolment.
- Providing specialist data support to the teachers and students of Oaklands School.
- Developing and managing the Management Information System (SIMS) to ensure streamlining and effective delivery of data and information in order to support the school's efficient day to day running.
- To be responsible for inputting, analysing and distributing accurate student attendance and punctuality data as required using SIMS or other software packages.
- To ensure the accurate maintenance and distribution of management information relating to students (SIMS).
- To guide the UCAS administration for KS5 students.
- To be responsible for School Student Census 11-19.
- Support HODs curriculum allocation teaching groups.
- Gathering and maintaining appropriate data
- Preparing data for external bodies as required

Main Duties and Responsibilities

The Data Manager will lead on all aspects of data collection, analysis, evaluation, statutory compliance, accuracy and dissemination to ensure accurate planning of teaching and learning and assessment of pupil progress.

Your strategic responsibilities will include:

- The vision and strategic direction of using data effectively, reliably and to improve the operating performance of the academy
- Designing and implementing new operating, collection and design systems to meet new accountability measures

- Ensuring we are always OFSTED ready at every point in the Academic year and that data presented reflects positive progress
- Designing, implementing and evaluating the school timetable on an annual basis
- Leading on the School options system and maintain an effective system that produces live data during the options process
- All data analysis templates for all live data in the School that enable staff to identify key trends and gaps
- Devising and managing a system that links and pulls all statutory data for staff that are going on trips
- Designing and leading on all tracking in the School and overseeing the behaviour management system
- Leading on all parental reporting, access and security via online / paper reporting
- Leading a monthly data forum with staff on how we can develop the use of data in the school
- Line manage the work of the Data Assistant regarding all data aspects within the school
- Assist the Examinations team when required in the running of examinations (during exam season).

The use of SIMS:

- to effectively track the Academic progress of students
- to inform the SENDCo
- gathering and importing data
- administration of GCSE and KS5 Option choices
- preparation of Half Termly report templates and dissemination of reports
- to develop effective housekeeping procedures
- deal with technical support queries regarding SIMS
- ensure that the use of SIMS is GDPR compliant

Attendance, punctuality and behaviour

- Follow Attendance Policy procedures.
- Check the student absence line daily and 'red flag' students in SIMS.
- Contact absent students on a daily basis, using relevant software and direct contact, and enter into SIMS.
- Coordinate support from Pastoral Teams to assist in first day absence.
- Coordinate with Student Services Officer late marks onto SIMS. (including reminding staff who have not provided registers)
- Initiate and carry out periodical post-registration truancy checks, in line with Attendance Policy procedures.
- Assist Key Stage Pastoral Leaders and Assistants with preparation for meetings about attendance, parents'/carers' meetings and assemblies in relation to attendance and punctuality issues.
- Have responsibility for the sending out of attendance letters as directed.
- To assist with the identification of students who will require support in improving their attendance and punctuality.
- To assist with the rewards system for attendance and punctuality.
- To update student details on SIMS including printing new class lists regularly
- To perform administrative tasks relating to the maintenance of attendance and punctuality databases.
- To produce data analysis and reports on a weekly and termly basis in accordance with the Attendance Policy, e.g. attendance and punctuality trackers reports as well as information for half termly attendance.
- To prepare all necessary charts and certificates on a weekly basis to be displayed on the attendance and punctuality notice boards and on Year group boards around the school.
- To prepare headline attendance and punctuality data for the Senior Leadership Team on a weekly basis.
- Assist with the administration and preparation of data for use by the AWA.
- To produce attendance data for the Local Authority in accordance with LA procedures for attendance data submissions.
- To provide attendance data to Assistant Head in charge of Sixth Form and Finance Officer to process the 16-19 Discretionary Bursary Payment.

Student Information & Administration

- To ensure the maintenance of student information systems (SIMS).

- Update and assist with the management of all student data systems in school – e.g. attendance, punctuality, behaviour, ethnicity and Free School Meals.
- Assist with the administration relating to all student admissions/leavers, including mid-phase, and liaise with SLT and Pastoral Leaders regularly regarding this.
- To generate and submit the School Student Census in conjunction with the named member of SLT responsible for Census.
- To be responsible for student assessment report generation for Years 7 – 13.

Other General Duties

- Carrying out any other reasonable duties as requested by the academic Senior Leadership team
- To carry out any other duties commensurate with the grading of the post as requested, in the most effective, efficient and economic manner available.
- To attend full staff, departmental and other meetings with staff working groups as requested.
- Participate in training and other learning activities and performance management and development as required.
- To comply with Health and safety responsibilities as part of performing the role
- To have an understanding of the challenges and opportunities that relate to the changing needs of a maintained secondary school.
- Contribute to the overall ethos / work / aims of the School.
- Equal Opportunities: Be aware of and support difference and ensure equal opportunities for all.
- Support: Appreciate and support the role of other professionals.

The job description and Person Specification is not exhaustive and is subject to alteration in discussion with the post holder.

PERSON SPECIFICATION DATA MANAGER

Qualifications & Experience

- Educated to at least A Level or equivalent vocational experience
- Trained in the use of a variety of ICT packages
- Knowledge of school software packages
- At least 2 years' experience using a School management information system (preferably SIMS)
- Experience of working in a data management environment (within a school environment would be preferred but not essential)
- Analytical skills
- Training in development of school image and promotion of community use
- At least a year working in school or educational establishment;
- Working in an inner city school
- Experience of working to targets and deadlines
- Ability to communicate well both orally and in writing
- Ability to manage own workload and on own initiatives
- Ability to develop quality control systems
- Ability to develop and maintain good relationships with a wide range of people, from parents, governors, pupils to outside agencies
- Commitment to promoting equality and diversity
- Empathy with the aims and objectives of Oaklands School
- Experience of managing and developing data systems, such as SIMS
- Information gathering and analysis
- Knowledge and understanding of GDPR regulations
- Excellent statistical and analytical skills
- Excellent knowledge of software used in analysing and presenting data, particularly, Microsoft Office and Microsoft Excel in particular, database management systems
- Adept at communicating data and analysis to colleagues from non-technical backgrounds.
- Ability to focus on detail and accuracy when compiling reports.
- Good attendance and punctuality
- Working Knowledge of Student Information Systems especially as they pertain to reporting.
- Ability to resolve problems and find best solutions in data management.
- Ability to self-evaluate and actively seek opportunity for improvement.

Oct 2021