THE MISBOURNE

Job Title	Data Manager
Reporting To	Assistant Headteacher (Data)
Salary	Bucks Pay Range 7 (Actual salary £33,141 - £36,861)
Tenure	Permanent
Core Hours	Monday – Thursday: 08:30 – 16:30 Friday 08:30 - 16:00 *(including 30 minutes unpaid lunch daily).*
Paid Working Hours Per week	37
Working Weeks per annum	41
Holiday Entitlement per annum	6
Paid weeks Per annum	47
FTE	0.9
Notice Period	3 months

Purpose of Role
- To work closely with, and under the direction of the member of the Senior Leadership Team in charge of Data and Assessment.   - To oversee the day-to-day running of the school's information management system.

Duties specific to the postholder

Responsible for:

- Ensuring the administration and organisation of the school's data, timetable and reporting functions adequately support the needs of the students, staff and families.

Student Data Management, Tracking and Analysis
- Overall responsibility for the academy's management information system (SIMS)
- Organise and manage the collection of data via SIMS (KS4 & KS5, and KS3 assessment/conduct) & DPR (KS3 progress) ensuring that the correct configuration is in place across both systems, in accordance with the academy's assessment calendar
- Setting up report templates in accordance with the reporting cycle, production of student assessment reports ready for distribution to parents / access to the platform by parents
- Manage the academy's reporting and data harvest systems including ensuring the readiness of data, chasing missing data and resolving related issues
- Maintain and organise data uploads (student, teaching sets, prior attainment, and assessment data) into the academy's data analysis tool, ensuring that updates are reflected for any changes in year
- Oversee the production of summary documents for non grade assessment data at each data harvest
- Maintain parental contacts in the MIS ensuring that this is reflected in the academy's communication system
- Ensure prior attainment data is recorded for all on roll students and where missing arrange CAT test via the Examinations Officer

Admissions
- Manage & oversee the administration of the academy's pre and in-year admissions data as well as 6th form intake
- Liaise with LA to verify applications for Y7 september intake, usage of LA portal to obtain allocation list, retrieval of ATF and receipt of allocation updates
- Manage and oversee other colleague's usage of Admissions+ to support in year admission forms, Year 7 admissions forms, and applications to & enrolment for 6th form, with subsequent admission form for new students. Process includes subject & entry criteria, upload of students, management of communications from the system, set up of forms (admission or application) including any relevant changes, linked documents for consent & upload of data captured back into SIMS
- Manage the master Leavers/Joiners document, process on-roll and off-roll of students, liaising with the Assistant Head Pastoral & Attendance Officer as required, ensuring the relevant documents are shared with and/or requested of the relevant settings

Curriculum Management and Timetable related
- Liaise with the school timetabler to ensure that courses are levelled correctly ahead of the transfer of the new school year's timetable, and supply staff codes for any new personnel
- Manage the EOY processes as required to ready SIMS and associated systems for the new academic year, management and maintenance of pastoral structure in SIMS
- Manage the registration of and submission of Y9 into Y10 Guided Choices, liaising with the Deputy Head on option block planning, troubleshooting, upload of final student allocations to SIMS, reporting to parents of allocations and preparation of class lists for teachers
- Ensure the school's learning aims are entered in to SIMS and are appropriate and reasonable - this relates to the Autumn Census and should be checked via 6th form tutors/Head of Sixth Form
- Support Deputy Headteacher in logging student timetable modifications (i.e. disapplied) ensuring that target data updated and timetable updated

Census and General Reporting
- Submit relevant reports to the Local Authority or DfE as needed, for example, the school census, tables checking exercises for performance tables, attendance information, off-roll notification forms and so on.
- Upload the academy's School Census and Workforce Census to Collect (checking all relevant reports at time of upload)
- Oversee the provision of attendance summary data for the Assistant Head (Attendance)
- Provide data to the Senior Leadership Team to support whole school strategic planning and reporting to the Board of Trustees such as but not limited to, information for Headteacher's report, and Trustees reports
- Usage of Google Classroom Manager to issue parent invites for homework visibility, oversee production of HL summaries
- Maintain the academy's FSM / PP data in SIMS - management of transfer of PP data at change of academic year, download PP data from DfE to check for new students to roll
- Run FSM eligibility checks via Bucks as required, receive responses and update SIMS
- Maintain Parent Pay MIS Sync for any changes to school roll / FSM information
- Manage distribution of FSM related vouchers to eligible student families (usually paid for by the LA)
- Complete DPIA as required
- Provide admin support and training to ensure the school's MIS supports the behaviour for learning policy
- Support the Assistant Headteacher - Pastoral in the recording and monitoring of behaviour for learning and attendance (via Class Charts set up)
- Main contact point for Schoolcomms ensuring that data is synchronised, troubleshoot any data issues, provide support to track delivery of messages, archive messages as required to free storage
- Ensure data collection sheets are either sent to families on an annual basis or the data is completed online. Ensure all records are corrected and maintained
- Train staff on the use of the school's management information systems as needed

- Regular housekeeping to ensure database is maintained - deleting unlinked contacts, deletion of student records in line with GDPR
- Support careers by maintaining data held in Unifrog (careers platform)

Other school data management support
- Support with other data management systems as the needs of the academy changes

Personal and Professional Standards

Professional Development:
- Take responsibility for your professional development
- Grow your own network of other Data Managers to share and develop best practice
- Take part as appropriate in the Academy's professional development programme
- Participate in the Academy's professional development review.
- Evaluate your personal performance through self-evaluation and learn from the effective practice of others and from evidence

Professional Values and Practice
- Support the Academies vision and ethos in providing the best opportunities for all young people
- Be a role model through personal and professional conduct, including demonstrating the academy values when interacting with others
- Work as a member of designated teams and contribute positively to effective working relations within the academy
- Be proficient in the application of literacy, numeracy and ICT
- Safeguard the health and safety of all students both in the academy premises and when engaging in authorised school activities
- Contribute effectively to the running of the Academy

General Requirements

This job description is designed to complement your terms and conditions of employment as set out in your Contract of Employment.

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it should be so construed. It is not a comprehensive definition of the post. It will be reviewed at least annually and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.

The Misbourne is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The post holder is deemed to be in a position of trust and maintenance of satisfactory DBS and DFE clearance is essential.

Headteacher:	**Post Holder**
Signature: Name: Date:	Signature: Name: Date:

Person Specification – Data Manager	Evidence Key
	A = Application I = Interview T – Task R = Reference

Criteria	Essential / Desirable	Evidenced by A, I, T, R
Qualifications		
Solid education to A level	E	**A, T, R**
Excellent IT skills	E	**A, T, R**
Experience		
Experience working in a team	E	**A, I, R**
Knowledge of the school data management system (SIMS)	D	**A, I, R**
Knowledge and understanding Google, data and communications software	D	**A, I, T, R**
Knowledge of assessment platforms (SIMS, DPR, Alps)	D	**A, I, T, R**
Knowledge of admissions and applications platforms (Admissions+)	D	**A, I, T, R**
Knowledge of seating planning and behaviour management systems (Class Charts)	D	**A, I, T, R**
Knowledge of homework platform (Google Classroom Manager) and school timetabling	D	**A, I, T, R**
Understanding of relevant policies/codes of practice	D	**I, T**
Safeguarding (training will be provided)	D	**A, I, T, R**
Confidentiality - ability to handle confidential information sensitively and with discretion	E	**A, I, R**
Skills		
Strong interpersonal, written and oral communication skills	E	**I, T, R**
Excellent IT skills	E	**I, R**
Liaise and communicate effectively with others	E	**I, T, R**
Ability to build excellent, professional relationships with students, staff and suppliers	E	**A, I, R**
Excellent written and verbal communication skills	E	**A, I, T, R**
Personal Qualities		
Excellent attention to detail	E	**I, R**
The ability to build good relationships with children and adults	E	**I, R**
Patience and a sense of humour with the ability to remain calm under pressure	E	**I, R**
A good team player; flexible and adaptable	E	**I, R**
Proactive, using initiative and imagination to solve problems	E	**I, T, R**