JOB DESCRIPTON

POST TITLE   Data Systems Manager

HOURS WORKED   37 hours Term Time only plus 9 days

PAY SCALE   Scale point 6 (18-22)

IMMEDIATE SUPERVISOR   Deputy Headteacher (Curriculum)

MAIN PURPOSE OF POST

- The Data Systems Manager will have specific accountability for leadership and management of school data systems. This includes the evaluation, development and integration of data systems into workplace processes (i.e. BROMCOM, SISRA Analytics, ALPs, FFT and Lessons Learned.

MAIN DUTIES OF POST

- Supporting the training of colleagues in the use of new data systems and excel
- Induction training of support staff on Bromcom
- Setting up & supporting staff appraisals
- Assessment report generation and publication management
- Supporting the Examinations Office in downloading KS4 and KS5 examination results
- Maintenance of data systems (e.g. SISRA Analytics and BROMCOM)
- BROMCOM administration and support as needed (e.g. parental access via MCAS and user access rights)
- Liaising with system providers to support & develop the school systems and processes
- Training staff on systems
- Supporting Senior Leaders, Faculties and Pastoral teams on data analysis

Personal Qualities

Excellent ICT skills, particularly with Excel spreadsheets and databases. A willingness to learn new systems is essential. The ability to work both independently and as part of a team is necessary. Strong interpersonal skills are a must as the post requires liaison with both teaching and non-teaching staff including the Deputy Headteacher (Curriculum), Senior Leadership Team, Data Curriculum Manager, ICT Support and Senior Support Staff.

The post holder will, in consultation with Line Manager, undertake any other duties commensurate with the responsibilities associated with the post at the Headteacher's discretion.