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| A black background with blue text  Description automatically generated**The Downs School****JOB DESCRIPTION****MIS and Assessment Manager** |
| **Hours: Full Time (Term time only) plus 10 days in holidays (to include GCSE/A Level results weeks) plus 2 INSET days in September** |
| **Salary: West Berks Payscale Band H (£33,366 – £38,626 Full time, non-term time equivalent)** | **Responsible to: Deputy Headteacher (Curriculum & Achievement)** |
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| **JOB PURPOSE** |
| To provide strategic and operational leadership for the school’s Management Information System (MIS) and assessment data processes, ensuring all data supports the school’s drive for high standards, evidence-informed decision making, and compliance with statutory requirements. This includes oversight of all student data, the implementation and optimisation of data systems, and the generation of actionable insights to improve outcomes and support whole-school improvement. |

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| **DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE** |
| Reporting to Deputy Headteacher (Curriculum & Achievement) |

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| **MAIN DUTIES AND RESPONSIBILITIES** |
| **All staff are expected to maintain high standards of ethics and behaviour, within and outside school by:*** *proper and professional regard for the ethos, policies and practices of the school*
* *understanding and acting within The Downs School’s policies and guidelines, including the School’s Code of Conduct and ICT policy*
* *having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school’s child protection policy is adhered to and concerns are raised in accordance with this policy.*
* *promoting equality as an integral part of their role and to treat everyone with fairness and dignity.*
* *recognising health and safety is a responsibility of every employee, to rake reasonable care of self and others and to comply with the School’s Health and Safety policy and any school-specific procedures/rules that apply to this role.*

**Strategic Data Leadership*** Work closely with the Deputy Head (Curriculum & Achievement) and Assistant Heads (for KS3, KS4 and KS5) to provide high-quality, timely data for leadership, faculty and governors to inform strategic decisions.
* Analyse internal and external data to track progress of vulnerable and key marginal groups; present findings clearly for Raising Standards Meetings, Curriculum Reviews and other QA processes.
* Support with the design and delivery of assessment reporting cycles, ensuring alignment with school improvement priorities.
* Evaluate the effectiveness of data systems and reporting tools, making iterative improvements in response to user feedback and strategic priorities.

**Management Information Systems (MIS)*** Manage the school’s MIS platform (Arbor), ensuring system integrity, security, access control, and regular updates.
* Evaluate and lead implementation of new modules or systems (e.g., dashboards, parent portals) to enhance functionality.
* Maintain and develop student and staff data modules to ensure completeness and accuracy (admissions, assessments, attendance, behaviour, safeguarding CPOMS).
* Train and support all staff in the effective use of the MIS, tailoring support to varying levels of experience.

**Assessment Data and Reporting*** Coordinate the termly collection, analysis, and publication of student progress and attainment data for internal tracking and reporting to students, parents, and stakeholders.
* Populate platforms such as 4MATRIX, Pupil Progress and ALPS with internal and external examination results; use these tools to provide comparative data analysis across cohorts and key groups.
* Produce tailored data reports for SLT, Heads of Faculty/Department, Governors, and Ofsted inspectors.
* Ensure that reporting to parents/carers is clear, accessible, and aligned with school assessment language and policy.

**Line Management*** Line manage the Attendance Administrator, providing regular guidance and support to ensure student attendance data is recorded accurately and used effectively across the school.
* Contribute to the appraisal and professional development of the Attendance Administrator, aligning their work with wider school priorities for attendance and safeguarding.

**Statutory Returns and Compliance*** Lead and submit all statutory data returns (e.g. School Census, Workforce Census, DfE Table Checking) to ensure legal and funding compliance.
* Liaise with Local Authority and DfE to ensure accuracy of returns and readiness for audit.
* Work alongside the school’s Data Protection Officer to ensure data practices are compliant with GDPR and school data protection policies.
* Manage and deliver an annual calendar for data collections and returns.

**Operational Leadership and Support*** Be the first point of contact for staff on assessment entry, reporting templates, target setting (including CAT4 and FFT), and data collection processes.
* Manage permissions, access rights, and passwords for all staff using MIS and data platforms.
* Collaborate with Heads of Year to enhance the visibility and use of pastoral and academic data.
* Support critical timetable processes, including annual updates and mid-year changes in collaboration with the Deputy Head and Associate Senior Leader (Timetable).

**Other Responsibilities*** Maintain accurate transition data for new students and ensure timely integration into the school MIS.
* Support updates of statutory website information, including performance and pupil premium data.
* Participate in ongoing professional development and contribute to wider school initiatives.
* Comply with all school policies, including GDPR, Child Protection and Health & Safety.
* Carry out any other duties in line with the role, as reasonably directed by the Headteacher
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| **General** The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be changed to meeting the changing demands of the school at the reasonable discretion of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing. |

**PERSON SPECIFICATION**

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| **Key Criteria** | **Essential** | **Desirable** |
| Qualification and Training | * Degree or equivalent experience
* Relevant Level 3 qualifications, such as A Levels
* Mathematics and English GCSE at C or above
* Driving licence
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| Competence summary ( knowledge, abilities, skills, experience) | * IT literate
* Excellent communication, liaison and negotiation skills
* Excellent time management and effective organisational skills essential
* Ability to write clear and legible reports
* Ability to handle confidential and sensitive information
* Excellent record keeping skills
* Ability to be independent, creative and self-motivated
* Understanding of behavioural difficulties
* Ability to maintain a sense of perspective
 | * Experience of working in a school or with young people is desirable
* Any supervisory experience is desirable
* Training in mental health and wellbeing
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| Work related personal requirements | * Offer a firm but friendly approach and be confident in dealing with young people
* A positive attitude
* A sense of responsibility
* Willingness to follow an investigation through to its conclusion
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