

Job Description

Job Title: MIS, Data and Examinations Manager

Reporting to: Assistant Principal

Job Purpose

In liaison with the Academy's Senior Leadership Team, assist and support in strategic management of MIS, data, staff and student timetables and examinations and provide efficient and effective organisation of the Academy's assessment, reporting, recording and tracking systems.

Duties and Responsibilities

- Develop the use of SIMS Assessment Manager, Attendance, Profiles and Behaviour Modules and support staff in their day-to-day use of the system
- Provide staff training, including induction training, and literature specific to the Academy's use of SIMS
- Create and maintain the assessment database and ensure that assessment data held on students is accurate and complete, working with departments to create and develop their approach to data collection and analysis and ensure timely entry for reports
- Analyse the data held in Assessment Manager and produce reports on progress, attendance, effort and behaviour on individual students and cohorts of students at times set out in the assessment calendar
- Explore and develop other software applications to facilitate academy operations including 4Matrix and other similar systems
- Support senior staff in the development and provision of data for analysis, working with them to analyse overall academy data and the performance of "narrowing the gaps" groups on a regular basis
- To line-manage the MIS, Data and Examinations Officer
- Check for SIMS updates, both software and training, from Capita and SIMS
- Prepare and publish SIMS and 4Matrix user guides and reports
- Set up and manage systems for tracking the progress of students at each key stage
- Set up and maintain specific mark sheets in line with academy policy
- Ensure that reports are sent to parents/carers on a regular cycle, as set out in the calendar
- Co-ordination and completion of the school census and other statistical Government returns
- Manage data export, import and distribution to relevant staff, with external providers, for example local authorities, S2S data transfer, Education Skills Funding Agency (ESFA), Fischer Family Trust (FFT), ASP, L3VA and GL Assessments
- Import target-setting data from FFT and disseminate and analyse data accordingly
- Set up and maintain the behaviour management procedures and records, accomplishments, certificates and associated reports
- Oversee the arrangements for internal and external examinations (including BTEC assessments)
- Being present and available in the Academy on the days when results are notified.

- Aid in the analysis of examination results
- Manage and carry out DfE tables checking process for KS4 and KS5 results
- Support the academy's *timetabler* in the development and production of the Academy's timetable.
- Prepare a new academic year in SIMS
- Promote students into the new year structure incrementing their curriculum years, and remove students from roll when all statutory procedures have been followed
- Ensure the smooth transition from one academic year to the next with all sections of SIMS
- Set up and maintain registration groups, allocate student membership, tutors and Heads of House / Heads of Year
- Report student retention figures to SLT on a regular basis
- Update and apply periodic and ad-hoc changes to courses, teachers and rooms.
- Distribute staff and student timetables
- Ensure the smooth transfer of data between MIS modules, e.g. Nova T – Assessment Manager – Academic Management – Lesson Monitor – Applica+
- Manage data entry into the Academic management in SIMS
- Set up and maintain procedures for entering and updating medical information in SIMS and enter such information on students
- Set up and maintain procedures for entering and updating SEND information in SIMS and ensure the information is kept up to date
- Upload and manipulate student and staff data, carrying out all CTF uploads including for pre-admission students
- Act as the named Data Protection Lead

Generic

- To undergo any training/professional development required in order to perform the duties and responsibilities of this post efficiently and effectively
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Be aware of and support equal opportunities for all and appreciate and support the role of other professionals
- To undertake any other duties commensurate with the grade, deemed necessary at a particular time to ensure the smooth running of the Academy
- To adhere to the ethos of the Academy:
 - to promote the agreed vision and aims of the Academy
 - to set an example of personal integrity and professionalism
 - to attend and participate in relevant meetings as required