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**Job Description: SIMS/Data Manager**

**Post Title:** Data Manager

**Responsible to:** Assistant Headteacher

**Terms:** Salary: BET Band 5 Grade A: FTE £32,146

**Main Purpose:**

The role of SIMS/Data Manager is vital to ensuring the success and safety of students at Priory. As well as maintaining accurate records, the SIMS/Data Manager will work with staff, families and external agencies to support the smooth running of the school and support with the improvement of outcomes for all. The role will require adaptability, organisation and leadership.

As part of the role the SIMS/Data Manager will need to work as part of this team, supporting colleagues during times of pressure (for example supporting with a GDPR request, examination day support or covering for absence within the team).

**Liaison with the following will be required:**

* Data, Exams and Cover team
* Administrative Team
* Pastoral Teams
* Safeguarding Lead
* Senior Leadership Team

**General Responsibilities**

**All school staff are expected to:**

* Work towards and support the school’s strategic vision and the school’s improvement objectives
* Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff
* Support and contribute to the school’s responsibility for safeguarding students
* Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

**Specific Responsibility**

**Data Management**

* To lead development of the school’s approach to data so that it provides timely information to help raise standards
* To be accountable for the quality of data systems within the school and for the quality of data prepared for a range of stakeholders including staff, Local Governing Boards, The Bohunt Trust, Local Authority, media purposes and parents
* To lead the development of the data systems across the academy so that data is up to date, accurate, accessible and well presented for a range of stakeholders
* To manage the MIS system (SIMS), Data Analysis System (4Matrix) and FFT systems up to date, training staff in their use and remaining up to date with new developments in these systems.
* To fulfil the obligation of key reporting to the local authority, Bohunt Trust, DFE and other necessary agencies within the designated time frames
* To monitor the use of data in the academy including collecting feedback from users and evaluate both the provision and its quality and use these findings to create action plans for continuous improvement
* To be responsible for the collation, checking and distribution of student reports
* To produce data sheets and trackers for staff as required
* To work in partnership with staff to ensure that their data needs are understood and inform the development of the school’s system
* To develop partnerships with stakeholders within the Bohunt trust to deliver improved data systems at Priory
* To ensure assessment point data is taken from SIMS and is imported into 4Matrix to create and provide summary and individual student reports on progress across all aspects of the curriculum and cohorts as required by Senior and Middle Leaders
* To share data as requested by the Bohunt Trust via 4Matrix Fusion
* Support staff in the effective use of GL assessments and CATs exams and data to inform target setting and setting of students
* Support with the monitoring and updating of sheets that track key students, such as pupil premium
* Import relevant achievement data on students (such as KS2 scaled scores).

**MIS (SIMS) Management**

* To manage the statutory and school-based collection of data to deadlines, and prepare electronic and paper-based reports for staff, pupils, parents and outside agencies
* Prepare and update electronic mark sheets for collecting assessment data in line with the school assessment cycle and as and when required
* Create and print interim assessment point reports for parents as part of the school assessment cycle and as required
* Collate and upload admissions data, primarily for those joining in subsequent year 7 but also for in year joiners as required
* Implement changes for new admissions and in year staff timetable changes
* Production of student timetables and timetable updates during the year as required
* Room changes
* Academic year migration (roll on)

**Liaises with Data Protection Lead for the academy**

* Advise colleagues on GDPR legislation and actions
* Point of contact for Subject Access Requests
* Provide and organise CPD for all staff on GDPR ensuring that our statutory requirements are met.
* To attend CPD and training, ensuring that all of our policies and procedures are up to date.
* Ensure stored data is relevant to the schools requirements and limited to what is necessary
* Ensure that data changes are updated accurately, timely and removed when no longer required
* Any data breaches by staff to be reported to the Data Manager who will report to the ICO within 72 hours

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.