

JOB PROFILE

Department:	Administration	
Job title:	Data Manager	
Reports to:	School Business Manager	
Responsible for:		
Level/Grade:	Hours of work: 37 hours per week. Term time only plus 2 additional weeks	Salary Scale: R6 Spine Point 35 - 42, £26,668 - £29,309 per annum (FTE £30,147 - £33,132 per annum)

Job Purpose:

To be responsible for the management of the information in the school's Management Information System (MIS), SIMS and the analysis of the school data.

Job Description

Key Accountabilities:

- Data monitoring, analysis and production of key reports
- Maintain confidentiality at all times
- Training in the key technology areas of computer desktop software and education authority processes.
- Liaising with external education authority staff and software vendor sales and support staff

Main Duties and Activities

- Be responsible for the compiling, analysis and report production in line with Ofsted requirements of the school's pupil related information.
- To produce and analyse data within and outside of SIMS to include spread sheets when required.
- Provide analytical type administration support for the Assistant Heads of Education.

Key Responsibilities:

SIMS

- Be proficient in all aspects of the use of SIMS
- Create complex SIMS reports and data analyses as required.
- Manage and maintain the SIMS database.
- Establish and maintain permissions for SIMS, ensuring that user access relates to job roles and responsibilities.
- Ensure users are made aware of forthcoming developments and improvements.
- Remain current with all SIMS modules in order to develop and promote the use of SIMS throughout the school.
- Maintain pupil records on SIMS related to timetables and assessment.
- Complete Assessment administration and produce the term mark sheets as dictated by the Assistant Heads of Education.
- Complete the annual student census according to the timetable required and meeting external deadlines.
- Provide analytical type administration support for the Assistant Heads of Education, Head of Therapy and Head of Inclusion, Safeguarding and Wellbeing.

- Create and distribute the End-of-Term reports

Timetables / Cover / Events

- Configure and maintain Timetable as directed by Head of Education.
- Assist the education support and cover supervisor, when required, to maintain the school Timetable.

General

- Provide occasional cover for the School Reception on a rota basis undertaking reception duties - greeting visitors, taking calls and receiving deliveries always giving a warm welcome and projecting a professional image of the school. Whilst covering also completing administration duties e.g. typing, photocopying and filing, for school staff and students, as required.

Person Specification	
Criteria	Essential = E Desirable = D
Qualifications and Training	
<ul style="list-style-type: none"> • Educated to NVQ 3 or equivalent • Minimum of 5 GCSE's at C grade or above in math's & English • Strong track record of continuous professional development • A Levels in suitable subjects 	E E E D
Knowledge and Experience	
<ul style="list-style-type: none"> • Experience working within a similar role, especially within a school environment • Experience of SIMS MIS and other education software packages to support data management functions. • Excellent IT skills – comprehensive knowledge and understanding of the use of software and relevant packages • Good knowledge of Ofsted Inspection Dashboard • Advanced working knowledge of Microsoft Excel inc. Pivot Tables, VLookups for analytical purposes • Experience in data manipulation and analysis 	E E E E E D
Skills and Abilities	
<ul style="list-style-type: none"> • Excellent Excel skills • Ability to analysis data • Excellent interpersonal and communication skills • High level of analytical skills • Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing. • Ability to identify priorities quickly and accurately and to ensure that deadlines are met • Ability to work under pressure • highly effective organisation and planning sills 	E E E E E E E E
Personal Attributes	
<ul style="list-style-type: none"> • Ability to promote the positive image of the organisation • Support a culture of mutual respect for each other and the environment • Good customer service/can-do attitude • Ability to work collaboratively with diverse range of professional colleagues • Excellent team player • Self motivated and able to work unsupervised • Flexible and adaptable 	E E E E E E E

- Willing & quick to learn new skills & procedures
- Excellent health and attendance record
- A commitment to equality and diversity
- Good sense of humour

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