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*Our Vision:*

*To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***Striving for Excellence***

**Job Description:**

Post: Data Manager

Line Manager: SLT in charge of Data

**Areas of responsibility and guidance:**

* Provide strategic management support to establish and maintain effective school ICT practices.
* Take overall responsibility for managing and analysing a wide variety of data relevant to all departments within the school.
* Create, enforce and monitor policies for effective data management.
* Provide efficient and effective organisation of the school’s assessment, reporting, recording and tracking systems.
* Determine the data that needs to be collected and which resources will be used to collect and analyse it.
* Design and implement compliant data protection principles, in accordance with the school’s Data Protection Policy.
* Establish data collection and retention quality standards and make sure they are met, to ensure the adequacy, accuracy and legitimacy of data.
* Ensure, in liaison with the ICT technician and DPO, that school-owned electronic devices have the necessary data management and protection systems installed.
* Ensure electronic software to safeguard privacy and security is updated as necessary.
* Store and analyse data, paying particular attention to security and confidentiality.
* Prepare reports for various school departments, e.g. reports relating to personnel data, student attainment data and school finance data, as requested by the relevant department heads.
* Provide management information to relevant parties and stakeholders.
* Support in producing the school census.
* Provide accurate data with regards external examinations to relevant parties.

**Organisation:**

* Work alongside the Principal and other relevant members of staff to complete appropriate returns of information to the DfE and other statutory bodies, and assist with processing information returned from the DfE and other statutory bodies.
* Remain up-to-date with best practice developments relating to data and information, including statutory procedures, to ensure the school’s internal processes are effective.
* Have overall responsibility for ensuring the school has an integrated management information system (MIS) approach, ensuring the consistency, accuracy, integrity and timeliness of the data input into the school’s MIS.
* Make appropriate preparations to ensure that the school’s MIS is ready for the beginning of each academic year, e.g. carrying out year-end procedures.
* Carry out effective forecasting techniques to set the school’s targets, e.g. in terms of finances and student attainment.
* Understand, and ensure that the school complies with, the requirements of the GDPR and Data Protection Act 2018, and carry out work in accordance with these requirements.
* Ensure the correct security and backup is in place for all information system software.
* Present data reports to the SLT and as required by the Principal.

**Data Tracking:**

* Oversee the processing of assessment data, i.e. ensuring accurate student performance information is available each term, and as required on an ad hoc basis.
* Provide management information and student statistics to the SLT, middle leaders and external bodies as required.
* Analyse data for specific trends as requested by the SLT, to aid the SIP.
* Analyse and evaluate data and produce reports as required within an established timescale.
* Customise databases and spreadsheets to effectively analyse data.
* Ensure that data reports are presented in a user-friendly and easy to interpret manner.
* Investigate any discrepancies or anomalies in data and report findings to end-users.
* Analyse data to identify underachievement in student attainment and establish whether any trends are present, e.g. underachievement is most prominent in particular student groups.
* Assess exam results and compile reports to present to the SLT.

**Administration:**

* Advise colleagues on the school’s MIS and data capabilities.
* Undertake typing and word-processing and complex ICT based tasks.
* Assist the Principal with updating the information stored in the MIS, in particular:
* The student academic data stored on the MIS.
* The staff and classroom timetables stored on the MIS.
* The construction of the annual timetable data using the MIS.
* Assist with class changes and all other amendments to the school management system (SIMs).
* Assist in the planning of one-off events as and when they arise.
* Ensure and manage the smooth transition from one academic year to the next in relation to the MIS.
* Assist the administration team with developing academic timetables and calendars.
* Update and apply periodic and casual changes to subjects, teachers and classrooms on the MIS.
* Maintain accurate personal staff information in the MIS and update these as required.
* Send educational records and the common transfer file (CTF) to destination schools as necessary.
* Analyse student option numbers with regards sets and sizes.
* Support educational software implementation and monitoring across the school.

**Resource Management:**

* Operate relevant equipment/complex ICT packages, e.g. an MIS, Microsoft Office, Advanced Excel.
* Provide advice and guidance regarding the school’s data processes to staff, students and others.
* Liaise with the network manager and share tasks to support the school’s ICT and MIS strategies.
* Delegate data management tasks as appropriate to members of the administration team.
* Respond to and fix issues relating to the MIS – liaising with the ICT technician where necessary.

**Management:**

* Liaise with the SENCO to ensure all SEND information is accurate and up-to-date.
* Liaise with the DPO to ensure all data protection regulations are being adhered to.
* Liaise with SLT to support line management of middle leaders.

**Personal Qualities:**

* Reliable and conscientious pastoral leader with high expectations in line with the school;
* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to work as part of a successful team and work effectively under pressure;
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life.

**Think Green:**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people.
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children

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| Essential | Desirable |
| The successful candidate will:   * Have two years’ experience relevant to the position. * Experience of at least two schools and different reporting systems. | A relevant qualification relating to software systems. |
| The successful candidate will have experience of:   * Using a SIMs, Assessment Manager. * Gathering, storing and analysing data. | Experience of the following:   * Working in an educational environment * Maintaining accounts.   Using Google Analytics or similar |
| The successful candidate will be able to:   * Carry out all aspects of the role to a high standard. * Communicate with employees and parents in a friendly and professional manner. * Work effectively in a team. * Demonstrate their ability to work using their initiative. * Work effectively to deadlines and produce high-quality results. * Demonstrate excellent organisational and planning skills. | The ability to:   * Demonstrate excellent staff management abilities, including in terms of providing staff training.   Analyse whole-school data and produce professional reports. |
| The successful candidate will have:   * Excellent verbal and written communication skills. * Excellent time management and organisation skills. * A flexible approach towards working practices. * High expectations of self and a desire to maintain professional standards. * The ability to work as part of a team and independently. * The ability to maintain successful working relationships with colleagues. * High levels of drive, energy and integrity. * A commitment to equal opportunities and empowering others. * An understanding that individuals may have fundamental differences, and the ability to adapt plans to accommodate for these. * A keen eye for details, trends and inconsistencies. * An awareness of data protection and confidentiality in relation to data handling. * A strong understanding of SIMs, 4Matrix and SISRA. * An understanding of statistical data analysis. * Experience with the use of IT systems such as SIMs and Progresso. * Experience of completing school census requirements. |  |

We want all at SHS to believe in and maintain the values of our school:

