



St Hilda's Church of England School
Job Description and Person Specification



Data Manager

Working time:	35 hours a week term time plus 3 inset days and 10 days in the summer
Grade:	Scale S01/2 – NEW SCP 23-28 pro rata
Disclosure level:	Post is subject to a current enhanced disclosure
Reporting to:	Assistant Headteacher T&L

PURPOSE OF POST

- 1 To assist the Data Analyst and Assistant Headteacher (T&L) with the school systems and processes for data, achievement and exams and ensure high quality systems are in place.
- 2 To share and support the school's ethos of faith, vision and nurture and to commit to the highest standards of achievement and personal growth and development for students - mind, body and soul.
- 3 Allocation of work to data/ admin staff

Reporting To

Assistant Headteacher (Teaching and Learning)

Working with

Data analyst

SLT

Governors

Heads of House

Heads of Department

Examinations Officer

POST RESPONSIBILITIES

1. Using SIMS to allow for a smooth transition of data from one academic year to another
2. To take responsibility for the school's management information systems (SIMS, SISRA, ALPS, Oxford Analytics, etc.) in relation to all aspects learner and student data including progress, attainment, attendance and exclusion data.
3. To ensure student records are up to date, accurate and changes for new admissions, leavers are made promptly.
4. To develop and implement a quality assurance framework for the data and information.
5. To provide reports and statistical analysis for school and college as determined by the Senior Leadership Team and for use by Governors.
6. To design and deliver training on the school's management information systems.
7. To work with others to ensure information used in other systems but sourced from SIMS is up to date and accurate.
8. To work with SLT and middle leaders to design and to create reports and tracking systems for use by parents and carers, learners, students and teachers as required.



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9. To be responsible for completing the school and college census – ensuring all student to subject records are 100% accurate and funding is maximised.
10. To liaise with other staff e.g. Head of College/Heads of Department/Heads of House and Pastoral staff to obtain the correct information and work to resolve any errors or queries.
11. To work with SLT, the SENCO and others to identify and track groups of learner and student including SEND and Pupil Premium
12. To organise and manage whole school data collections and reports for parents/carers.
13. To take responsibility for setting up the school timetable model and day-to-day timetable changes using Nova T6.
14. To work as a key member of the admin team supporting other team members as required.
15. To use any training and experience to support the school.

WIDER PROFESSIONAL RESPONSIBILITIES

As a member of the St Hilda's family, you will be expected to

- support our 5 values of Wisdom, Hope, Community, Dignity and Equality.
- be sympathetic to the teachings of the Church of England.
- operate at all times within the stated policies and practices of the school.
- establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- participate professionally in the school's performance management systems.
- take responsibility for personal professional development.
- take part in professional development activities and inset organised by the school.
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- contribute to the corporate life of the school through effective participation in meetings.
- take part in marketing and liaison activities and other appropriate school events.
- recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety policy.
- promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to
- undertake any other duty as specified by STPCB not mentioned.
- support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazard.

In your letter of application, please *demonstrate* how you meet these criteria.

Do not include a curriculum vitae.

Candidates failing to meet any of the essential criteria will automatically be excluded.



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[A]

Qualification requirements	Essential	Desirable	Source
ICT or equivalent qualification or experience.	E		A
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2	E		A/I
Further professional development relevant to the post or a willingness to attend relevant training		D	A/I

[B] Experience

	Essential	Desirable	Source
Previous experience working within a data management or highly systematic administrative environment in a school	E		A/I/R

[C] Knowledge/Understanding

	Essential	Desirable	Source
Experience in the use of ICT systems and Microsoft Office software	E		A/I/R
Experience of working with SIMS	E		A/I/R
Experience of working in SISRA		D	A/I/R
Experience of working in Nova T6		D	A/I/R
Experience of working in Oxford Analytics		D	A/I/R
Knowledge of the census, both pupil and work force	E		A/I/R
Flexible and perceptive officer who is able to co-ordinate data analysis across the curriculum and support the data analyst	E		A/I/R
Ability to understand how data enables students to make the best progress they can	E		A/I/R

[D] Personal Qualities and Skills

	Essential	Desirable	Source
Outstanding communicator	E		A/I
Outstanding interpersonal skills	E		A/I
Professional reliability re attendance, punctuality and deadlines	E		A/I
Team player	E		A/I



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Ability to meet deadlines/manage time	E		A/I
Resilient	E		A/I
Ability to prioritise workload and work under pressure and to tight deadlines	E		A/I
Commitment to the school Christian values and vision	E		A/I

[E] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer/ITT trainer	E		R
DBS Clearance post appointment	E		N/A

(Source: A=Application (form+letter); I=Interview; R=Reference)

[F] Supporting Statement

The supporting statement should be clear, concise and related to the specific post. No more than 2 sides of A4, font size 12.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service