

- Job Title** Whole School Data Manager, Coombe Wood School
- Salary Scale** Grade 11, NJC range 33-35 paid pro rata
- Working Pattern** Permanent, Term time + 5 weeks, 36 hours per week  
Hours are expected to fall Monday – Friday 8am – 4pm (including a 45-minute unpaid lunch break each day). Two of the non-term time weeks will cover the summer periods of public examination results and setting up for the new academic year.
- Responsible to** Deputy Headteacher

### Job Purpose

The purpose of the role is to provide data analysis services to the School and its community, to develop and improve the School's use of SIMS and associated products, to manage curriculum planning and the school timetable.

## Responsibilities

### 1. Data Analysis

- Analyse data to inform performance targets and to enable colleagues to direct appropriate support to students and staff, using AMR, examination and other data sources;
- Set up systems and processes in SIMS, the School MIS, to provide regular performance reporting to different user groups, as determined by the School's data strategy and in a format best suited to end use;
- Provide ad hoc analysis, as required, within SIMS or using other data analysis tools as appropriate;
- Using functions within the available software develop push and alerting systems to deliver timely data analysis to users;
- Distribute data analysis to colleagues in the most appropriate format.

### 2. MIS Development and Maintenance

- Assist with the development of SIMS and Sims Parent App to meet School and stakeholder needs;
- Assist with design, implementation and testing of improved or new processes;
- Maintain functionality of processes and developments in SIMS;

- Assist with the administration of SIMS Parent App user accounts;
- Produce documentation of processes, as required;
- Contribute to the formulation of the School's data strategy.

### **3. Reports to Parents**

- Prepare all marksheets in SIMS for the collection of data for pupil reports;
- Work co-operatively with the Examinations and Administrative Data Assistant to achieve, proofread and correct report comments;
- Set up, produce and publish student reports using SIMS Parent App
- Upload all reports to SIMS.

### **4. Data Management**

- Manage and administer data exchange with approved external data analysis providers in a timely manner;
- Assist with the development of policies and procedures to promote and maintain data integrity within the School.

### **5. Statutory Returns**

- Prepare and maintain the functions within SIMS for enabling data collection for statutory returns – School Census.
- Prepare and check data for the statutory returns to ensure they are accurate and submitted on time;
- Maintain an awareness and inform others in the School of changes in statutory data recording and collection that have potential implications for school funding;
- Maintain a register of student mobility, students taught out of year and other information of importance for census purposes;
- Check post-16 learning aims for appropriate durations in the academic year to meet statutory requirements;
- Prepare and check data for accuracy to meet new or changing statutory requirements, to include Pupil Premium.

### **6. Curriculum Management**

- Produce and distribute lists for checking and those for end use at appropriate times in the academic year;
- Assist with sixth form admissions and progression in August.

### **7. Training**

In time once your own training has been undertaken, devise and deliver training to user groups on SIMS functionality and other analysis tools as defined by the training needs analysis or to meet ad hoc requirements. Some of these may be timed to take place at the end of the timetabled day.

## 8. General

- Any other duties reasonably requested by the Headteacher, Leadership Group or Middle Managers.
- Complete ad-hoc pieces of work as required and in line with whole school SEF targets – development of extra-curricular tracking databases, subject tracking databases.
- Promote the ethos of a mutually supporting team within the Data and Examinations' department, and School as a whole;
- Provide assistance to other members of the department at particular times of high demand in the academic year cycle;
- Be flexible to cope with likely developments of the MIS and the greater use of data within Schools in the future.

The post holder will be expected to carry out all duties in the context of and in compliance with all Trust's policies and procedures and in compliance with our Equal Opportunities Policies and Code of Conduct.

### Other Duties

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Participate in training and other learning activities as required;
- Attend and participate in regular meetings;
- Perform all other reasonable requests as required within the grading of your post.
- Respect confidentiality at all times;

The duties described in the Job Description may vary or be amended from time to time without changing the level of responsibility associated with the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the postholder.

*January 2022*

NAME: \_\_\_\_\_(Please print)

SIGNATURE: \_\_\_\_\_(Postholder)

NAME: BARRY LAKER (HEADTEACER)

SIGNATURE: \_\_\_\_\_DATE: \_\_\_\_\_

*This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment process will include an enhanced DBS check, medical screening, confirmation of right to work in the UK and all other pre-employment checks in line with safer recruitment requirements.*

## Person Specification Whole School Data Manager

Essential	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• A Levels or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or equivalent professional qualification in relevant area</li> </ul>
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Excellent working knowledge of SIMS management information system</li> <li>• Excellent level of ability with MS Excel</li> <li>• Excellent working knowledge of other software used in a school environment</li> <li>• Knowledge of data analysis tools</li> <li>• Excellent working knowledge of techniques for gathering and presenting management information</li> <li>• Knowledge of the importance of the use of data to raise performance of pupils and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Statistical techniques</li> <li>• Knowledge of the principles of Project Management software</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Considerable experience of working with SIMS management information system to maintain, interrogate and analyse data</li> <li>• Experience of working in an educational environment</li> <li>• Experience of system development</li> <li>• Experience of working with government and other outside agencies</li> <li>• Considerable experience in devising and delivering training to a range of levels of user groups</li> <li>• Experience of presenting to large groups</li> <li>• Considerable experience of presenting data in a variety of formats to a variety of audiences</li> <li>• Experience of formulating policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Application of statistical methods</li> <li>• Experience of developing or administering SIMS Learning Gateway (SLG)</li> <li>• Experience of developing and maintaining SIMS Discover</li> <li>• Open to professional development</li> </ul>

Skills and attributes	
<ul style="list-style-type: none"> <li>• Numerate</li> <li>• Ability to assimilate knowledge rapidly</li> <li>• High level of written and oral skills</li> <li>• Excellent ICT skills with ability to work with a range of software</li> <li>• Highly organised, logical and methodical</li> <li>• Attention to detail, especially in the checking of complex data for statutory purposes</li> <li>• Ability to plan and prioritise, especially between long term projects and ad hoc tasks requiring a rapid response</li> <li>• Ability to keep focus under pressure</li> <li>• Ability to work as part of a team</li> <li>• Willingness to learn new systems</li> <li>• Ability to keep user needs at the forefront</li> <li>• Problem solving ability</li> <li>• Technically agile</li> <li>• Commitment to the raising of standards for pupil and staff fulfilment</li> <li>• Adaptability and flexibility in working practices and the ability to know when to use own initiative</li> <li>• A high degree of professionalism in their approach to work and tasks set</li> <li>• An ability to present a good role model</li> <li>• A “can do” attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of current developments in schools</li> </ul>
Other	
<ul style="list-style-type: none"> <li>• Be able and willing to undertake training</li> <li>• Be able and willing to devise and deliver staff training and development courses, some of which may be outside of normal working hours</li> </ul>	<ul style="list-style-type: none"> <li>• Have some experience of working with young people</li> </ul>