

Job description

Job title: Data Manager
Job ref: XS 9.9
School:
Grade: Dorset Grade 9
Reports to: Support Services Manager / Headteacher

Main job purpose

To manage the provision of Data Management Services to the school to ensure compliance with LA and the School reporting requirements.

Main responsibilities and duties

1. To manage the collection and coordination of all data throughout the School including student data, assessment, and examination performance.
2. Oversight and management of all MIS modules and other school databases, leading and supporting staff in the use of:
 - Pupil Personal and Medical details module
 - Attendance module
 - Assessment module
 - Reporting module
 - Lesson attendance module
 - Examination module
 - Timetable module
 - AEN module
 - Arranging staff training in the use of these modules
3. To manage the analysis of data and compilation of reports for staff and senior management of the School/Governors/LA as required.
4. To manage the preparation of statutory and non-statutory returns and end of year procedures for a range of external bodies and agencies.
5. To oversee the content of staff home pages on the assessment and attendance intranet portal in consultation with the ICT Manager.
6. To ensure that documents required to be published or made available under The Freedom of Information Act are available on the school network or website.
7. To oversee the compilation and completion of Government on-line Surveys.
8. Any other reasonable tasks as are required from time to time at the discretion of the Support Services Manager/Headteacher.
9. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.



Knowledge & skills

1. To be able to work accurately, under own initiative and to work in an organised and flexible manner.
2. Wide knowledge of MIS modules and databases including SIMS/Nova and Excel.
3. Proven experience of the management and secure retention of data through the use of MIS modules.
4. The ability to interpret, analyse and disseminate information in a range of different media to all levels of staff.
5. Proven supervisory experience with developed interpersonal and communication skills.
6. Experience of managing the work of an office team including allocation and prioritising of work.

Supervision & management

1. The postholder will be expected to work for substantial periods unsupervised and to organise own workload and priorities.
2. The postholder will be responsible for the supervision and management of a Data Administrator and/or Data Officer or other designated support staff assisting in the management of data within the school.

Problem solving and creativity

1. To deal with changing and conflicting deadlines and frequent interruptions to work on a day to day basis ensuring data management requirements are met
2. Analysis and interpretation of data.
3. Supervision of staff and allocation of work

Key contacts & relationships

1. Close contact and consultation with all levels of staff within the school and external bodies in the use and analysis of data.
2. Liaison with the ICT Manager over the installation and upgrades of all MIS software.
3. Liaison with Data Managers from other schools within the pyramid of schools, allowing for consistency and continuity of education.
4. Presentation of data to School Governors.

Decision making

1. Work to deadlines; to prioritise own workload and allocation of duties to other team members
2. To ensure the appropriate and adequate backup and security of computerised data records.
3. To ensure the appropriate and adequate collection, maintenance and presentation of data held within the School.

Resources

1. Responsibility for the safe and secure management of school data and the reporting of that data to appropriate agencies as required. Confidentiality and security of information is an important aspect of this post.
2. General Office equipment (e.g. Word Processor, photocopier, Optical Mark reader, Fax Machine, telephone and post/franking machinery.)



Working environment

1. Office based post
2. Subject to substantial and frequent periods of computer input and data manipulation
3. Size, phase and type of school. Responsibility for PC and peripheral equipment.

Approval			
Prepared by	Chris Matthews	Date	June 2006
Designation	Pay and Reward Manager		

