

# The Nelson Thomlinson School

## Job Description

*Title:*                    **Data Manager**

*Grade:*                 **BS9**

*Responsible to:*   **The Senior Management Team**

### Responsibilities:

- To manage the school's data collection and analysis system assessment network.
- To maintain the efficiency and integrity of the school's data.
- To run Assessment Manager:
  - import data from external sources in a variety of formats
  - liaise with Senior Management Team and Department Heads on the structure of assessment templates and marksheets.
- To produce and maintain systems to monitor and analyse the progress of pupils (SIMS, SISRA, ALPS, L3VA Tracker, FFT, ASP).
- To be responsible for the organization and delivery of training of teaching and support staff in the effective use of MIS and the interpretation of school, local and national data.
- To provide technical support for all staff on the MIS.
- To represent the school at external meetings concerned with the management and analysis of pupil/school performance data.
- To liaise with the Primary Schools for the import of data via common transfer.
- To log, assess and report faults on the system, arranging for any necessary maintenance.
- To be responsible for the implementation of Data Protection.
- To devise and use ICT processes to analyse examination results.

**N.B. It is essential that the successful candidate is available to work in the set two weeks of exam results (in August).**

## Key Tasks

- To assist with setting up and monitoring procedures to ensure accuracy of data input
- To assist with the provision of appropriate training and documentation for MIS users, including providing additional support where necessary
- To maintain, manage and keep MIS software up to date
  - Liaise with all parties regarding the scheduling and testing of system updates
- To implement the school academic reporting system
  - Liaise with Deputy Head Curriculum on reporting schedules and format of Progress Reviews and Reports
  - Set up report templates
  - Oversee the progress of report completion
  - Produce and distribute reports to parents
- To assist the Exams Officer with external exam entries and results
- To support Academic tracking and set up report templates as required
- To support pastoral tracking and set up report templates as required
- To provide various data reports as required to support various functions within the school
- To manage user accounts – creating for new members of staff and archiving/deleting for leaving staff
- To set access permissions appropriately to ensure that the system complies with the school's Data Protection obligations
- To attend support seminars and conferences to ensure procedures are up to date and in line with best practice
- To record and report bugs and feature requests to software providers
- To produce user guides for MIS and other aspects of school information systems

## Person Specification

ATTRIBUTES/REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING</b>	<ul style="list-style-type: none"> <li>• 3 GCSE's at Grade C or above, or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• 2 GCE 'A' Levels or equivalent NVQ qualification.</li> <li>• Relevant I.T. vocational training.</li> </ul>
<b>RELEVANT EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Current evidence of working with administration networks and managing databases.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school or Local Government service in an Education Department.</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent organisational and interpersonal skills.</li> <li>• Working knowledge of pc operated systems, including spreadsheets and databases.</li> <li>• Experience of working with SIMS Assessment Manager and school performance analysis packages.</li> </ul>	
<b>PERSONAL CHARACTERISTICS</b>	<ul style="list-style-type: none"> <li>• Constructively critical thinker</li> <li>• Imaginative</li> <li>• Flexible</li> <li>• Communicative</li> <li>• Accuracy in working practices</li> <li>• The ability to work under pressure and to multi-task</li> <li>• Ability to self-manage</li> </ul>	
<b>ADDITIONAL FACTORS</b>	<ul style="list-style-type: none"> <li>• Must be able to organise and deliver training.</li> </ul>	

Thank you for your interest. Completed applications should be returned to Mr DS Northwood, Headmaster, The Nelson Thomlinson School, High Street, Wigton, CA7 9PX.

Closing Date: 12.30pm Thursday 28<sup>th</sup> September 2017.