

# The Nelson Thomlinson School

## Job Description

*Title:*                   **Data Manager**

*Grade:*                **BS9**

*Responsible to:*   **The Deputy Head teacher – Curriculum and Data**

### Main Responsibilities:

- To lead and manage the school's MIS for data collection and analysis, primarily SIMS Assessment Manager and Course Manager.
- To lead and manage the collection, analysis and presentation of data for a range of end users, notably SMT, Middle leaders, pupils and parents, DfE and Ofsted.
- To maintain the efficiency, accuracy and integrity of the school's data.

### Main Tasks:

- Assessment Manager:
  - Ensure the smooth running of exam results days
  - Complete preparatory work ready for each academic year
  - Organise assessment templates and marksheets
  - Implement all aspects of the school's reporting schedule
- Maintain the integration of other systems to monitor and analyse the progress of pupils, such as SISRA and ALPS
- Devise and use ICT processes to analyse pupil data, and produce all relevant reports
- Represent the school at external meetings concerned with the management and analysis of pupil/school performance data.
- Liaise with the Primary Schools for the import of data via common transfer
- Provide technical support for all staff on the MIS, including appropriate documentation to ensure the smooth running of day-to-day data management within the school.
- Log, assess and report faults on the system, arranging for any necessary maintenance.
- Implement all relevant aspects of Data Protection.

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

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 experience in using and managing complex MIS</li> <li>• Current experience of data handling and analysis techniques.</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>• Advanced skills in the organization of data.</li> <li>• Excellent data analysis and presentation skills</li> <li>• Advanced skills in the use of PC-based systems (Microsoft Office suite), especially Excel</li> <li>• Skilled in time management</li> <li>• Able to work to strict deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the use of Capita SIMS, especially Assessment Manager</li> <li>• Experience in the use of school performance analysis packages, such as SISRA and ALPS</li> <li>• Knowledge of DfE school performance measures</li> </ul>
<b>PERSONAL CHARACTERISTICS</b>	<ul style="list-style-type: none"> <li>• Imaginative and innovative</li> <li>• Flexible</li> <li>• Confident</li> <li>• Accurate in working practices</li> <li>• Able to multi-task</li> <li>• Able to self-manage</li> <li>• Able to problem solve</li> </ul>	<ul style="list-style-type: none"> <li>• Able to communicate with non IT-literate colleagues in a sympathetic manner</li> </ul>
<b>ADDITIONAL FACTORS</b>		<ul style="list-style-type: none"> <li>• Organise and deliver staff training as required.</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 2<sup>nd</sup> November 2017.