**WHICKHAM SCHOOL & SPORTS COLLEGE**

**JOB DESCRIPTION**

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| **POST TITLE:** | Data and Management Information Systems Manager |  | **GRADE:** | APT & C Grade I |
| **HOURS:** | 37 Hours per week – Full Time. Annual leave cannot be taken between A Level Results and the new school academic year. Annual leave cannot be taken in term time. |  |  |  |
| **RESPONSIBLE TO:** | School Business Manager | | | |
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| **RESPONSIBLE FOR:** | Data and Examinations Team | | | |
| **JOB PURPOSE:** | Responsible for the management, development and maintenance of the school management information system (MIS). Creation of the school timetable with the support and direction of the Deputy Headteacher. Responsible for assessment recording and reporting data, achievement and curriculum analysis and reporting on student data analysis and information processing. Line Management of the Examinations and Data team. | | | |
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| **MAIN DUTIES:** | The following list is typical of the level of duties that the post-holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time. | | | |
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1. **Timetable construction, design and maintenance**
   1. Organisation and construction of the school timetable
   2. Ensuring that the school timetable is always up to date and accurate
   3. Day to day timetable changes (e.g. new staff, new students) are kept up to date
   4. Coach others to enhance their skill level and share best practice in the use of the MIS when required
2. **Data Analysis**
   1. Responsibility for ensuring that the leadership team, faculty leaders, the pastoral team and teaching staff have access to all data necessary to assist in raising progress levels of all students
   2. Develop effective and efficient processes and systems for harvesting, analysing and deploying data
   3. To collate and analyse all external assessment and progress data (including exam results, FFT data etc) and all internal assessment data, in order to produce reports for various stakeholders including the leadership team
   4. Manage all aspects of data handling and processing in school and build in quality assurance and validation
   5. Apply data protection principles and laws and ensure systems are in place to ensure compliance and safety of data held
   6. Responsible for ensuring all data input, collection, statistical returns in relation to student progress, attendance, school census, examinations, assessment, pupil premium
   7. Responsible for ensuring that data is input regarding admissions information, student details, examinations and assessment information
   8. To ensure that reporting returns to external organisations are accurate and submitted on time
3. **Assessment and Reporting and Target Setting**
4. Responsible for the production, coordination, collation and distribution of student reports in line with the school calendar
5. Ensure internal tracking systems and student performance and assessment data is kept up to date
6. Ensure student tracking information and assessment data is analysed and distributed in accordance with school policy
7. Liaise with faculty leaders, teachers and leadership team to ensure deadlines for production of all data collection and reporting timelines are met
8. **Examinations**
9. Strategically manage the efficient and effective operations and quality assurance of the Data and Examinations team and their working practices
10. To lead on the management of the external examinations process ensuring that communication with examination boards, security of scripts and data entry and returns are managed effectively
11. To support with data downloads, imports and extraction of examination results, working closely with the Data and Examinations Officer to ensure processes and systems are efficient and effective
12. **Information Management System**
    1. To coordinate and maintain the school information management system (SIMS) and ensure its effective use, and that system checks and controls are in place
    2. To research and advise on SIMS to ensure the school is kept up to date with new technologies for your area of responsibility
    3. Coordinate and be the systems management lead for all integrated software products that link with SIMS to ensure that all system management and access controls are in place
    4. Ensure all relevant upgrades and housekeeping of systems are actioned and monitored
13. **Line Management Responsibility**
    1. Line Management of the Data Team staff i.e.: Exams and Data Officer and Data Clerk.
    2. To undertake performance management and appraisal reviews in line with the schools appraisal policy
    3. Ensure that the data team operates effectively and efficiently
14. **Staff Development**
    1. Plan and deliver appropriate training to staff in the use of the MIS
    2. Lead and support the development of all staff in the effective collation and use of data
    3. Develop training manuals and guidance in relation to the effective use of school information systems
    4. To undertake training relevant to the role performed and share practices