



**St. Mary's Senior School**  
**Job Description for Data Manager**

The purpose of the Data Manager is to drive a data culture forward within the Senior School and co-ordinate and administer the efficient running of the School's academic information management systems (Engage). Attention to detail, a high level of accuracy and the ability to work independently are required. The Data Manager will report into the Assistant Head (Academic) in the Senior School, who in turn reports to the Head of the Senior School.

**Key responsibilities:**

**1. Maintenance of the School's Management Information System (currently Engage) for the Senior School, including the annual rollover process for setting up the new school year.**

- Co-ordinate the integration and ongoing development of relevant data, processes and procedures into the School's existing information management infrastructure (systems include but are not limited to: Engage and the School's Communications App)
- Act as key liaison between academic staff and the School's IT Department to facilitate the above.
- Make recommendations to inform decision-making and improve student performance specifically focusing on producing data, reports and analysis for attainment and progress, behaviour and attendance, self-evaluation and staff performance management and professional development.
- In liaison with the Assistant Head Academic), assist with critical updates of the academic timetables throughout the year for example, Year 6 to 7 transition, option cycles and staff and student changes.
- Create, manage, and support the data input and record keeping of staff and student data through the provision of custom reports and fields in the MIS.
- Manage teaching and timetabling information and migration of existing records to new year groups working with the Assistant Head (Academic).
- Manage students' subject choices and distribution of block numbers, in consultation with the Assistant Head (Academic).
- Manage the annual rollover process, in conjunction with the Assistant Head (Academic)
- Set up the registration cycles at the beginning of each academic year.
- Produce and maintain of SQL Server Reporting Services (SSRS) reports for use from within Engage.
- Manage the production of statutory returns to Department of Education (DfE), Independent Schools Council (ISC) and Independent Schools Inspectorate (ISI), as well as other bodies.
- Data analysis and reporting to other departments.
- Produce reports using assessment data to assist SLT, HODs and teaching staff to track student progress (input where necessary; organisation; reporting to interested parties; help ensure data entered on time and completed by teachers).
  - Upload reports to Parent Portal
  - Produce reports for the Assistant Head (Academic) to facilitate a full analysis of the results of report grades and public examinations.
  - Ad hoc requests for data and/or analysis.

- Management of Reporting, CEM data and associated responsibilities:
  - Design and set up report cycle templates for data collection and analysis of data in addition to creating templates for each reporting session.
  - Set up complex formulae for analysing student performance and confidential staff curriculum targets.
- Liaise with CEM for all school data requirements
  - Import CEM Centre data assessment scores.
  - Develop and maintain target data from MidYIS and Yellis, including the appropriate use of regression data.
  - Submit returns to the CEM regarding entries, examination results and baseline testing.
- Management of Engage, in conjunction with the Assistant Head (Academic)
  - Ensure the integrity of the data stored within Engage
  - Troubleshoot reported problems with the MIS and liaising with Engage as necessary.
  - Extend and/or supplement the use of Engage to serve the present and future needs of the School and assisting with staff training.
  - Work closely with the IT support staff to ensure the smooth running of data systems

## **2. Policy and Planning**

- Contribute to the implementation and compliance of data protection policies as it relates to Engage.
- Work with the Senior Leadership Team – Academic and Pastoral in setting clear and workable deadlines for data collection and to meet all deadlines.
- Develop standard operating procedures and best practices with regard to ongoing maintenance and usage of the Engage, including providing written protocols and guidance to relevant stakeholders.
- Provide feedback on integrations between systems.

## **3. Additional Roles**

- Assist the Examinations Officer and the Academic Leadership team in the Senior School, as requested
- Liaise with Head of Academic departments when required and as agreed with the Assistant Head (Academic) or by the Head of the Senior School.
- Liaise with the IT Department regarding all technical aspects of the School's Engage e.g. implementation of new systems and/or modules, upgrades, maintaining users and accounts, troubleshooting issues.

## **Other information**

These duties will be developed into short and longer-term targets in consultation with the postholder. The post holder provides a range of support and therefore work is generated throughout the day. Due to the routine of schools, the workload may not be evenly spread throughout the year. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>– Educated to at least A level or equivalent or have relevant vocational experience (F)</li> <li>– Minimum of 5 GCSE's at C grade or above in math's &amp; English</li> </ul>	<ul style="list-style-type: none"> <li>– Evidence of continuing professional development (F/I/R)</li> </ul>
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>– Experience of managing and developing MIS data system (does not have to be Engage)</li> <li>– Experience of working in an educational environment. (F/I)</li> <li>– Experience of producing accurate data for reporting and assessment</li> <li>– Experience of forming and maintaining network relationships</li> <li>– Information gathering and analysis</li> <li>– (F/I/R)</li> </ul>	<ul style="list-style-type: none"> <li>– Knowledge of ISI requirements re: academic data. (F/I)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>– Excellent IT skills. (F/I/R)</li> <li>– Ability to focus on detail and accuracy when compiling reports. (F/I)</li> <li>– Excellent communication skills – including being able to present and train staff (F/I/R)</li> <li>– Excellent organisational and planning skills including the ability to be flexible to achieve targets. (I)</li> <li>– Ability to work to deadlines. (I/R)</li> <li>– Ability to form good working relationships with colleagues and external clients. (I/R)</li> <li>– Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and to influence others through persuasion/discussion (I/R)</li> <li>– Enthusiastic, innovative and forward-looking. (F/I)</li> </ul>	<ul style="list-style-type: none"> <li>– Excellent leadership skills. (I)</li> <li>– Ability to work with and lead a diverse team of staff. (F/I)</li> <li>– Sense of humour. (I)</li> <li>– Knowledge of school timetables (F/I/R)</li> <li>– Knowledge of statutory data reporting requirements such as school census (I/R)</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>– Ability to promote the positive image of the organisation (I)</li> </ul>	<ul style="list-style-type: none"> <li>– Good sense of humour (I)</li> </ul>

	<ul style="list-style-type: none"> <li>– Support a culture of mutual respect for each other and the environment</li> <li>– Good customer service/can-do attitude</li> <li>– Ability to work collaboratively with diverse range of professional colleagues</li> <li>– Excellent team player</li> <li>– Self-motivated and able to work unsupervised</li> <li>– Flexible and adaptable</li> <li>– Willing &amp; quick to learn new skills &amp; procedures</li> <li>– Excellent health and attendance record</li> <li>– A commitment to equality and diversity (I/R)</li> </ul>	
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Evidence assessed from: Application form (F): Interview (I): References (R)