THE HEATHLAND SCHOOL

DATA MANAGER

36 hrs per week, 5 days per week.
Term Time plus 3 weeks (42 weeks per year)
Scale SO1
Actual Pay: £35,847 - £37,916

JOB PURPOSE

To lead on all aspects of data management across the school, ensuring accurate, timely and secure collection, analysis, and reporting of pupil and school data. The Data Manager will support school improvement through effective data analysis, providing key insights for senior leaders, teachers, governors and external agencies.

KEY ACCOUNTABILITIES

1. Leadership and Management

- Line manage and support the Data Administrator.
- Act as the school's lead on all student, assessment and performance data matters.
- regarding data matters.
- Provide data analysis and reporting to senior leaders, governors and external agencies.
- Develop systems and processes to ensure the accuracy, integrity and security of school data.
- Design, develop and maintain robust data analysis and reporting processes using SIMS, Excel and other relevant platforms.
- Maintain an understanding of the requirements of the academic databases and liaise with senior managers to contribute to system developments to meet changing needs.
- Manage the relationship with any external data providers, to ensure that technical issues and the importing of data are handled effectively including:
    - Identifying school requirements.
    - Developing effective links with the Local Authority.
- Work closely with colleagues to ensure the successful integration or exchange of data between systems, where appropriate, such as:
    - Pupil data between schools and the authority.
    - Pupil contextual and attainment collected and held in other systems.
    - Data held by other agencies where data sets have been defined and data sharing agreements have been agreed.
- To make routine changes to the school timetable so that it remains up-to-date and an accurate document for both students and staff.

2. **Management Information Systems (MIS)**
   - Manage and maintain the school's SIMS database, ensuring data accuracy, integrity and compliance.
   - Administer SIMS Assessment Manager, including the creation of aspects, grade sets, marksheets, report templates and the import and export of assessment data.
   - Set up and maintain Course Manager within SIMS.
   - Produce class lists, student reports and analysis reports from SIMS.
   - Manage SIMS InTouch, including housekeeping and communication functions.
   - Manage the SIMS Parent App, including parent invitations, data collection processes and the distribution of reports.
   - Act as lead administrator for Wonde, the DfE portal, SIMS InTouch and other key data platforms.
   - Manage student records, including admissions, ULNs and pupil premium data.

3. **Assessment, Reporting and Analysis**
   - Coordinate and manage all school data collection cycles.
   - Conduct analysis following each data collection point and provide reports and key findings to senior leaders and curriculum leaders.
   - Produce analysis reports on student progress, attainment and performance for the Senior Leadership Team, governors and curriculum leaders.
   - Lead the use of ALPS, 4Matrix, MIDYIS and YELLIS data and reporting.
   - Manage the administration of MIDYIS and YELLIS baseline assessments and provide analysis and reports to relevant staff.
   - Oversee the setup, management and analysis of Pupil Progress software for GCSE and A Level subjects.
   - Produce subject review documents and Question Level Analysis reports following internal and external examinations.
   - Complete examination and assessment analysis, including GCSE and Post-16 outcomes, and provide reports to relevant staff.
   - Create and publish GCSE and Post-16 examination analysis reports and results booklets.
   - Produce departmental post-examination review documentation.
   - Support the staff appraisal process through the preparation of class and performance data.
   - Create the annual Management Information and Statistics Booklet for the Senior Leadership Team.
   - Develop and maintain dashboards and reporting tools to support leadership decision-making.
   - Support with reading assessments and reading data for Key Stage 3 and 4.

4. **Admissions and Student Data**
   - Oversee admissions data processes, including the management of Applicaa, transfer of student information and KS2 data imports from the NCA website.
   - Oversee the management of new admissions, including student data transfer and onboarding processes.
   - Support the administration of timetable changes associated with admissions and options processes.
   - Support mid-year admissions, including data setup, timetable support and ability profiling.
   - Support Year 12 admissions and interview processes, including verification of student entry criteria.
   - Manage and update ULNs for all students.
   - Complete pupil premium data downloads and associated reporting.

5. Statutory Returns and Compliance

- Manage and submit the school census and other statutory returns, ensuring accuracy and timely completion.
- Organise and complete June and October data checking exercises.
- Liaise with the Local Authority, DfE and external agencies regarding pupil information and statutory requirements.
- Ensure compliance with GDPR, data governance requirements and data protection legislation.
- Maintain the highest standards of confidentiality and data security.

6. Additional Responsibilities

- Set up, administer and analyse reading assessments for Years 7-11, including Accelerated Reader.
- Produce and maintain half-termly tracking spreadsheets to track staff cover and PPA allocations.
- Respond to data requests and analysis requirements across the school, including ad hoc reporting requested by staff and senior leaders.
- Provide accurate staffing, timetable and curriculum data as required to support operational planning.
- Uphold the school's commitment to safeguarding and promoting the welfare of children.
- Coordinate data aspects of GCSE and A level Options, including collection of option choices, data management, analysis and communication with parents.
- Work with Assistant Headteacher to allocate the new Year 7 cohort into sets where appropriate
- Training new users and supporting them with operational queries.
- Undertake any other reasonable duties commensurate with the level and responsibility of the post

This job specification may be revised if the needs of the school change in future.