

## School Data Manager

**Responsible to:** Deputy Headteacher  
**Grade:** Grade 6  
**Working pattern:** 37 hours a week, term time only plus 2 weeks

### Statement of purpose:

To support the School by taking the lead in providing statistical information to the Leadership Team.

To manage and advise on the school's assessment, recording & reporting systems

To ensure the school meets its statutory obligations by completing: School Census, School Workforce Census, Key Stage returns, Pupil Premium recording, attainment data for LAC and any other statutory information required by the DfE timely and accurately.

To oversee the use of LetsLocalise, a funding, communication and marketing platform for the school.

To support the Leadership Team in the use of Inspection Coach.

To act as the Data Protection Officer (GDPR expert) for the school by training staff, completing the Information Audit & Impact Assessments, maintaining the Data Breach Log & Data Asset Register and advising staff across the school.

### Key Responsibilities:

- To provide behaviour data/reports to the Leadership Team.
- To support the Leadership Team in preparing the statutory 16-19 Bursary Fund information and application forms using the Government guidance.
- To ensure that the school's core information system (SIMS) is kept updated, accurate and fully accessible by all staff; and the data is secure and meets data protection obligations.
- To ensure banding information is accurate on SIMS to inform the finance team and to prepare the income (finance) report for the LA in liaison with the finance team.
- To oversee the collection, inputting and maintaining of student's personal data on SIMS on a day-to-day basis, ensuring that the data is accurate, complete and supports all aspects of teaching and learning at a SEN school.
- To coordinate the completion of the school census and other statistical government returns and provide supporting information for school events.
- To be the main school contact with the Local Authority for SIMS census returns and Data Protection obligations.
- To initiate and deliver regular training on all aspects of SIMS; contribution of data, access of records and the selection of generic reports for all staff.
- To prepare and publish SIMS user guides and associated document management policies, procedures and good practice guidance.
- To remain fully abreast of new developments with SIMS and its functionality, by attending training, participating in Capita/Local Authority (RBWM) user groups and networking with other schools.
- To ensure that SIMS continues to develop and benefit from the latest updates, new modules and technology available by working closely with ICT and RBWM to deliver a stable & robust system.
- Manage system permissions, create permission groups, issue passwords and ensure that all staff have the correct access to SIMS.

- To identify and make recommendations for continual improvement e.g. incorporating existing paper-based processes into SIMS/SharePoint or other appropriate applications with the aim to make Manor Green School a paper free environment.
- To advise on preparing a Framework for assessment, recording & reporting of data.
- To track trends in data, providing informative reports and graphical analysis to inform decision making.
- To liaise with the Heads of Departments & Deputy Head to make sure best approach is being used for assessment & recording.
- To understand and interpret data requirements, recommending relevant reports or to create bespoke reports to meet specific needs.
- To create strong working relationships internally with teaching staff, with outside agencies, and to work collaboratively with SBS (School Business Support) colleagues.
- To maintain confidentiality at all times in line with GDPR, Freedom of Information Act and school good practice.
- To promote equality and diversity as part of the culture of the school.
- To ensure that any safeguarding or radicalisation concerns are reported immediately to the appropriate Designated Safeguarding Lead.
- To support the PA to the Headteacher with, Freedom of Information and Subject Access requests for the school.
- To carry out any other reasonable duties, as required by the Leadership Team.

## PERSON SPECIFICATION

Key Criteria	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• General education to degree level or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised Training qualification</li> <li>• Recognised ICT qualifications relevant to the role</li> <li>• Data Protection Officer qualification.</li> </ul>
<b>Knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>• Substantial knowledge in data analysis / analytical skills</li> <li>• GDPR knowledge</li> <li>• To have previously worked in a similar role (minimum two years) in an education-based environment</li> <li>• To have a proven track record and knowledge of analysis and generation of reports out of SIMS</li> <li>• To be highly literate and numerate with strong analytical and data manipulation skills</li> <li>• To have extensive use of Microsoft Excel including the use of formulae</li> <li>• To be enthusiastic, innovative and forward-looking</li> <li>• To have excellent organisational and planning skills including the ability to be flexible in order to achieve targets</li> <li>• To have the ability to work to professional standards, think independently, make judgements and to influence others through persuasion/discussion</li> <li>• To have excellent communication skills and ability to build effective professional relationships with colleagues and external clients</li> <li>• To have the ability to focus on detail and check for accuracy when compiling reports</li> <li>• To have evidence of working logically and methodically while solving complex problems</li> <li>• To be able to work under pressure to meet deadlines, be diplomatic yet firm when the occasion demands</li> <li>• To be able to present and deliver training and guidance to staff</li> <li>• To have operational familiarity and confidence with IT systems, while being able to clearly communicate any issues and their impact</li> <li>• To have due regard for the protection of</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of statutory data reporting requirements such as school census</li> <li>• To have the knowledge and competence to be able to advise on and deal with Data Protection issues and GDPR</li> </ul>

	<p>sensitive data</p> <ul style="list-style-type: none"> <li>• To have experience of assessment, reporting &amp; recording of data</li> <li>• As an employee of the School, the post holder is expected to comply with the provisions of the GDPR, Freedom of Information Act 2000 and good school practice</li> </ul>	
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