



Job Title:	Data and Student Services Manager
Grade:	LBR9
Responsible to:	Business Manager
Responsible for:	Data Officer, Attendance Officer, Exams Officer and Student Services Team Leader
Date of Job Spec:	July 2016

Purpose of the Job

To develop the schools information, administration and communication systems to ensure they support the schools' overall strategic aims and objectives. To be responsible for the management, analysis, training, dissemination and effective delivery of all management information, procedures and processes particularly in the areas of Management Information Systems, data, software integration and future developments. To be responsible for the effective management and deployment of the student services team.

Strategic

- To lead on, identify and implement ways in which the schools MIS systems can be used more effectively to aid school intelligence and performance
- To manage and maintain whole school management information systems to ensure that a comprehensive and cohesive support service is provided to the school. This includes:
 - Developing the schools' use of its data and Management Information Systems (SIMS) to provide intelligence that enables focused school improvement based on collated and analysed data undertaken in the most efficient and effective way possible.
- To ensure that the work and priorities of the student administration team meets the school needs and objectives, that administration procedures and systems evolve as required and that resources are deployed effectively and efficiently.

MIS / Data Management

- To take the lead as the schools Data Protection Officer, FOI Officer and Information Asset Manager ensuring the integrity and safety of all school data and compliance at all times with the Data Protection Act 1998, Freedom of Information Act 2000, the IG elements of the Privacy and Electronic Communications Regulations and Human Rights Act.

- To implement effective, efficient and economic lifecycle information and records management across the school regardless of format to help meet legislative, statutory and contractual requirements and support the schools objectives
- To maintain and update the information assets register
- To carry out regular audits of data to ensure its accuracy, to advise on data quality standards and data entry rules and validation
- To work independently in liaising with Senior Leadership Team, Teaching and Support staff and other agencies to ensure the timely collection, input and production of various data sets.
- To work with the main school and sixth form administration teams to co-ordinate the receipt of all student admission data, ensuring that the appropriate data is collected within the timescale required, inputted correctly and accurately, is complete and meets DFE / funding criteria. This will include the students starting in September of year 7 and 12 and students arriving at other points during the year.
- To provide support and training for all administrative users of SIMS to ensure that they follow protocol and procedures in their use of SIMS and their entering and maintenance of students and staff data sets
- To analyse complex data sets to produce accurate and timely statistical analysis to inform targeted improvement planning – this includes and is not limited to assessment, behaviour / achievement, exclusion ,attendance /lesson monitor and overall performance data.
- To lead on ensuring statutory statistical returns are produced within time scale and are accurate.
- To lead on the preparation of electronic and paper-based reports for staff, students, parents as directed by SLT and outside agencies as required
- To commission or deliver independently training sessions on MIS software and data analysis.
- To work with colleagues to continually improve the consistency and efficiency of data production, e.g. by automating the production of data.
- To communicate software updates to other key users: HR, Cover, Examinations, Attendance etc.
- To work alongside the schools ICT Systems Manager in ensuring updates to SIMS are planned and implemented correctly and without risk of data integrity being jeopardised
- Keep abreast of funding methodology changes to assist in maximising the schools funding and ensure that data returns to funding agencies reflect this accurately.
- To work with the SLT member of staff responsible for assessment and timetable in developing and managing the school assessment data and any associated data package .
- To keep abreast of all the performance indicators and measures and understand the formulation and methodology of the calculations involved and be able to replicate these calculations to produce internal PI data.
- To work with staff and SLT to develop staff use and understanding of assessment reports to inform intervention both at subject, year and class teacher level.
- To work with the SLT member of staff responsible for the timetable and curriculum by supporting the creation and day to day management of the school timetable and

class / course data and production of timetables and set lists to staff and students as required.

- To develop the use of the SIMS Behaviour module, Lesson Monitor and Attendance modules and maximise the use of SIMs.
- To work towards a paperless environment and culture where all student data and information is stored electronically on their associated record within the MIS system.
- To manage / coordinate as appropriate all new year / end of year procedures in the MIS system and ensure all processes associated with this procedure are carried out and that academic promotion / mapping is accurately achieved and student / class / registration data is updated and promoted accurately.
- To lead a range of staff in developing the most effective use of ICT based tools to record and report on a range of data sets.
- To line manage the Data Officer ensuring that they are fully conversant with the data requirements of the school and the different modules in the MIS system and can deputise with regard to MIS / data functions in absence of this post.

Student Administration

Be responsible for the line management of designated staff including the coordination, delegation, induction, staff development / training, appraisal and monitoring of absences.

- To line manage the exams officer to ensure that all procedures and routines relating to examinations are in place and ensure that the school provides the best possible examination experiences to enhance progress.
- To be familiar with the role of the examinations officer to the point of being able to cover this key role in the event of unplanned / unavoidable absence – including but not limited to:
 - the setting up / administering of exams using SIMS software
 - managing public examinations ensuring that procedures are correctly followed
 - processing entries and results with appropriate awarding bodies

To line manage the attendance officer to ensure that the day to day administration of school attendance and truancy system is carried out effectively and efficiently and meets the needs and objectives of the school.

To line manage the student services team leader to ensure that the school reception office is organised efficiently and provides effective student administration and organisational support to the school.

To ensure that the school has an effective communication system in place for texting / emailing parents and staff are trained to use this effectively as the preferred written method of communication.

