

Ashlyns School: Role Description for Support Staff



Data Manager

Ashlyns School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment pregnancy, maternity, age, disability, marriage, or civil partnership.

Job Details	
Date	October 2024
Grade (including allowances)	H7 + Fringe Allowance
Time/Hours	34 hours per week, term time plus 2 weeks
Contract type	Part-time, Permanent
Reporting to:	SLT Data Lead
Responsible for:	Data Assistant

The duties outlined in this role description follow the Schemes of Conditions of Service set by the National Joint Council (NJC) for Local Government Employees.

The Headteacher may amend this role description to reflect changes in line with the salary, job title, or the school's improvement and expansion plans.

This role description will be reviewed every three years, or sooner if required. Please note that it provides an overview of the general responsibilities and duties of the role and is not an exhaustive list. The post holder may be asked to perform other tasks appropriate to the level of the role, as directed by the Headteacher.

Personal and Professional Standards
<p>The school is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <ul style="list-style-type: none">● Support the school's clearly defined aims and ethos.● Set a positive example through professional dress, punctuality, and attendance.● Take responsibility for personal development as part of the performance review cycle for support staff, making full use of the school's training and professional development opportunities.● Attend staff and team meetings where appropriate, actively contributing when possible.● Provide courteous, prompt, and polite service to all members of the school community, including parents, students, staff, and visitors.● Actively contribute to the school's mission statement by building positive relationships and working collaboratively and with good humour with colleagues.● Be aware of and comply with all relevant school policies and procedures, especially those concerning safeguarding, equality, health and safety, bullying, behaviour, and confidentiality. Any breaches of school policies or procedures must be reported to the Headteacher.

Main purpose

The Data Manager is responsible for the use and development of the school's data systems. The primary focus of the role will be to provide support for staff, pupils and parents using the school's management information system, Arbor. The Data Manager will need to be able to efficiently organise, store and analyse data, paying particular attention to its security and confidentiality, and fully grasp the complexity of data management. In addition to Arbor, other systems in use by the School are Sistra, ALIS, Bedrock, CPOMS, GL Assessment, FFT Aspire and Timetabler Options.

Duties and responsibilities

Data System Administration and Management

- Administer, configure, and develop the school's management information system (MIS), primarily Arbor.
- Lead on yearly data operations, including rollover to new academic years and timetable integration within Arbor.
- Maintain user accounts, security levels, and ensure proper accessibility for all users.
- Ensure consistent integration between the MIS and other systems (e.g., FFT Aspire, Bedrock, ALIS, GL Assessment).

Data Operations and Reporting

- Oversee the management and submission of the School Census.
- Manage the entire school reporting process to ensure accurate and timely reports for parents.
- Lead the target-setting process using ALIS, FFT Aspire, and SISRA.
- Manage the collection and integration of KS2 results for the new Year 7 intake.
- Administer CATS and NGRT tests for the new Year 7 intake.
- Manage the GCSE and A-Level Options selection process.
- Oversee the checking process for data submission to the DfE via CYPMD.
- Manage the results process for GCSE and GCE, reporting outcomes to local authorities.

Data Accuracy and Maintenance

- Proactively ensure all data is accurate, current, and regularly updated.
- Regularly review the performance and effectiveness of all data systems to ensure they meet the school's needs.
- Maintain adequate documentation of key data-related procedures for reference and continuity.

Staff Support and Development

- Provide ongoing support to staff members in their use of the school's MIS and associated data systems.
- Design, generate, and provide regular and ad-hoc reports to extract relevant data from the MIS.
- Stay up to date on MIS product developments and communicate key updates to stakeholders.
- Work with staff to develop electronic solutions and streamline processes using data systems.

Data Assistant Supervision and Training

- Manage a Data Assistant, providing guidance and ensuring their professional development.
- Help design and deliver training sessions for staff to enhance their understanding and use of the MIS.
- Undertake training courses to maintain in-depth knowledge of the MIS and associated systems.

Analysis and Reporting

- Produce analytical reports to monitor student attainment and progress, utilizing Sistra.
- Provide support to various departments including the School Office, Sixth Form, Pastoral Leaders, SLT, and Heads of Department.

Collaboration and External Liaison

- Collaborate with the Network Manager to diagnose and resolve any issues related to the performance of data systems.
- Liaise with external agencies and other schools to share best practices and stay informed on developments in data management.

Procurement Support

- Provide expertise in the procurement and evaluation of new data systems, ensuring they meet the needs of the school.

Key Skills:

- Strong organisational and time management skills.
- Excellent communication abilities, both written and verbal.
- Attention to detail and a high level of accuracy in proofreading.

Personal specification	
Criteria	Qualities
Qualifications and Training	<p>Essential criteria</p> <p>Proven qualifications or certifications in data management, information systems, or relevant IT fields.</p> <p>Training or certification in GDPR and data protection principles (preferred).</p>
	<p>Desired criteria</p> <p>Additional certifications in data analysis, project management, or cloud-based systems.</p> <p>Training in specific educational platforms such as FFT Aspire, Bedrock, or GL Assessment.</p>
Experience	<p>Essential criteria</p> <p>Experience in administering and configuring school data systems, especially Arbor or equivalent MIS.</p> <p>Experience managing school census processes, target setting, and reporting procedures.</p> <p>Experience leading and supporting data projects (e.g., academic year rollovers, timetable integration, results processing).</p> <p>Experience managing a team, such as a Data Assistant.</p>
	<p>Desired criteria</p> <p>Experience in managing multiple school systems like Bedrock, GL Assessment, CPOMS, and Timetabler Options.</p> <p>Experience with integrating multiple data systems to streamline processes.</p> <p>Experience delivering staff training on the use of data systems.</p> <p>Collaboration with external agencies and schools to stay current with best practices.</p>

<p>Skills and Knowledge</p>	<p>Essential criteria</p> <p>Strong organizational skills for managing, storing, and analyzing large datasets.</p> <p>Comprehensive knowledge of GDPR and data protection laws.</p> <p>Proficiency in Microsoft Excel and other data management and reporting tools.</p> <p>Ability to generate and analyze student performance data (e.g., CATS, KS2, GCSE, A-Level).</p> <p>Familiarity with school assessment platforms like SISRA, ALIS, and FFT Aspire.</p>
	<p>Desired criteria</p> <p>Advanced skills in data analysis, including the ability to produce clear, actionable reports from large datasets.</p> <p>Familiarity with cloud-based data systems and data integration.</p> <p>Expertise in generating reports on student progress and attainment using Sisra, FFT Aspire, or similar tools.</p> <p>Technical knowledge of system integration between the MIS and other school systems.</p>
<p>Personal qualities</p>	<p>Essential criteria</p> <p>Strong communication skills to translate complex data for non-technical staff.</p> <p>Attention to detail, ensuring accuracy and security in all data processes.</p> <p>Proactive and solution-oriented approach to managing data systems.</p>
	<p>Desired criteria</p> <p>Strong analytical mindset with the ability to simplify complex data for decision-makers.</p> <p>Collaborative approach when working with colleagues and external partners.</p> <p>Adaptability to the evolving data needs of the school.</p> <p>Ability to lead training sessions and develop others.</p>

Post holder's Signature:

Date: