

Holy Family Catholic School & Sixth Form

Job Description	Data Manager
Reporting to	Deputy Headteacher
Scale	Sp 28-32, (£34,809 – £38,385)
Hours	Full-time, 36 hours per week, 52 weeks per year

Specific Responsibilities

- Managerial oversight of Admissions and Attendance
- Line management of a team of Administration Staff
- Prepare statistical returns of pupil data as required by internal staff, DFE, LEA, CES and other external bodies and school managers, including termly reports
- Organise upgrades and maintenance routines for the pupil database, including year-end/start routines (i.e. setting up pastoral structure / creating school Calendar in SIMS)
- Create templates for assessments, review and amend report layouts as needed
- Lead on all actions around School / CES Census
- Understand and fulfil all Data Protection and GDPR responsibilities including deletions of data in line with the Records Retention Policy.
- Import data from one System to another i.e. FSM data from DFE. Register pupils for ULNs on the LRS. Download GCSE targets from FFT and prepare data analytics / reports.
- Create in-year data analysis reports
- Provide administrative support to the School's senior management team as required.
- Provide assistance with the management of Public Examinations
- Process enquiries from parents, staff and pupils in a prompt and professional manner
- Maintain an up-to-date inventory of stationery and other office supplies and ensure sufficient stock is always in place
- Attend and participate in team and staff meetings as required.
- Attend training and undertake appropriate professional development activities as required for the role, or as identified in professional development/performance management reviews
- Support staff in the use of SIMS
- Deliver training on SIMS as part of the School's Internal Training Programme
- Implement school policies, with particular attention being paid to Equal Opportunities and Health & Safety.
- Any other duty according to the needs of the school and within the competence of the postholder commensurate with this level of post.

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Person Specification	Data Manager
Reporting to	Deputy Headteacher

The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> ● Excellent English and Maths skills ● Evidence of continued professional development. 	<ul style="list-style-type: none"> ● Degree level qualification
EXPERIENCE	<ul style="list-style-type: none"> ● Evidence of working with data and information (creating, inputting, formatting) ● Preparing and presenting data-based reports ● Evidence of working in an Administrative setting 	<ul style="list-style-type: none"> ● Experience of working with in a Secondary school environment ● Experience of People Management
TRAINING	<ul style="list-style-type: none"> ● ICT skills and systems ● Extensive use of MS Office 	<ul style="list-style-type: none"> ● SIMS (School Information Management system). ● FMS (Financial Management System)
PROFESSIONAL SKILLS	<ul style="list-style-type: none"> ● Work to high levels of accuracy. ● Ability to work innovatively and independently. ● Excellent ICT skills ● Be able to anticipate problems and offer innovative and creative solutions. ● Excellent interpersonal and communication skills ● Organise and develop effective systems. ● Ability to work in collaboration with partner organisations. ● Tenacity, flexibility and the ability to work effectively under pressure. 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> ● Be able to work with the school's Mission Statement underpinning all aspects of the role ● Trust and integrity ● Confidentiality and discretion ● Good communicator 	<ul style="list-style-type: none"> ● Be a practising Catholic

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	<ul style="list-style-type: none"> ● Fairness and equality ● Empathy ● Abide by the school's policies ● Takes the initiative ● 'Can do' attitude ● Team work and collaboration ● Prepared to work flexibly ● Good listener ● Smart appearance ● Cheerful, optimistic, and enthusiastic, and have a sense of humour and perspective! ● Problem solver 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> ● Must be legally entitled to work in the UK. ● No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals/finance. ● This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required. ● Be fit to carry out the duties required of this role. 	
SAFEGUARDING	<ul style="list-style-type: none"> ● Has appropriate motivation to work with children and young people and can relate to them in a positive way. ● Ability to maintain appropriate relationships and personal boundaries with children and young people. ● Displays commitment to the protection and safeguarding of children and young people. 	