

JOB DESCRIPTION



Job Title:	Data & MIS Manager
Responsible to:	Heads of School
Line Manager:	Executive Headteacher
Grade:	G8
Hours:	37 – Term Time plus 3 (includes working at least 1 week in August for exam results date.)
Conditions of Employment:	The appointment is subject to references, enhanced DBS and medical clearance
Job Purpose:	To develop, implement and oversee the Federation's timetabling systems. To develop and maintain the Management Information Systems (MIS) and provide accurate data reporting and analysis for Senior Leaders, the Governing Body and other agencies including the DfE and Local Authority. To also, manage and implement any new systems. To ensure effective procedures and processes for central collation of all relevant data from the schools and oversee the implementation of this. To development and implement a central "dashboard" of relevant information. To support senior leaders in the production of the school timetable and appropriate marksheets, using relevant software, (currently NovaT). With relevant senior leaders; establish other appropriate quality measures for tracking, that support the Federation's strategic vision. The post holder will be required to work across all the Federated Sites.

The Governors and the Executive Headteacher of The Aspire Federation have made every effort to be accurate in this job description, but all applicants must accept the need for, and likelihood of changes in their job role and responsibilities. The Governors and Executive Headteacher will make every attempt to make changes in the spirit of the Job Description

where this can be achieved without detriment to the best interests of the learners on roll and the efficient management of the school.

Main Areas of Responsibility:

LEARNER DATA & MIS LEAD

- Lead the development, optimisation and standardisation of MIS configuration, ensuring consistent and effective use across the federation.
- Act as central point of coordination for MIS-related requirements, governance, stakeholders and system development.
- Develop, deploy and maintain standardised systems, processes and documentation to support high-quality data collection and usage.
- Provide leadership and support for MIS-related projects, including system integrations.
- Work across the school with Education, Data and IT teams to ensure MIS aligns with wider organisational priorities and systems.
- Provide first point of contact for troubleshooting to signpost support and escalation to externally commissioned MIS support.
- Co-ordinate the integration and ongoing development of relevant data, processes and procedures into the Federation's existing information management systems.
- Accurately manage and maintain all learner information in the school MIS ensuring all aspects of learner information including addresses, contacts, telephone numbers and medical information is correct and kept up to date.
- Manage the electronic import and export of learner data when transferring between schools (Common Transfer Files).
- Managing Free School Meal and Pupil Premium data in the MIS ensuring an accurate record of Learners' eligibility is kept. This includes accessing the DFE Secure Access and FSM eligibility checker secure site and downloading up to date information.
- To ensure efficient Biometric Systems integration including supporting students.
- Lead on arranging transition support including sending out letters and arranging appointments.
- Maintain an accurate record of learner numbers in the federation with support from the School Business Managers.
- Support for data protection requests.
- Provide support in coordinating the data collection cycle, which includes managing the input, analysis and reporting of progress data and information.
- Conduct data analysis and interpretation to support decision-making processes, including the provision and development of business intelligence services, data models, custom reports, data visualisations and dashboards.
- Analyse pupil performance data, demographic data, and other relevant data to identify trends and make recommendations for improvement and intervention.
- Make recommendations to inform decision-making and improve pupil performance specifically focusing on producing data, reports and analysis for attainment and progress,

behaviour and attendance, self-evaluation and staff performance management and professional development.

- Support with the production of data analyses across the school e.g. weekly achievement points report, weekly attendance and punctuality data where required.
- Undertake regular detailed statistical analysis of pupil progress using assessment data, taking into consideration pupil context data to assist leadership teams and teaching staff to track student progress identifying strengths and areas for development.
- Support the Heads of School and SLT in the administration and analysis of any other school data and information as required.
- Utilise Microsoft Word, Excel, Office, Arbor, Timetabler, SISRA, FFT and other software products to analyse and administer data.
- Import data for external providers e.g. FFT.
- Provide the administration of any appraisal, professional development software.
- Provide staff training and literature on the use of software and data/access arrangements.
- Work closely with SLT and support staff to create, maintain and adapt data collection systems and processes including setting up Marksheets and Templates required by departments/curriculum for the recording, tracking and monitoring of pupil attainment and progress.
- Manage the administration of each reporting cycle adhering to strict deadlines, which includes working to the school assessment calendar and liaising with the Executive Headteacher, SLT, subject teachers and Head of Departments to ensure data entries are accurate and timely.
- Manage and administer the production of learner reports at the end of each assessment reporting cycle as outlined in the assessment calendar.
- Manage the timely and accurate entry and processing of data relating to learners including personal details, achievement, attainment, behaviour, demographics and other areas required by the schools.
- Keep Arbor Assessment, attendance and other data up to date to ensure correct staff access to marksheets.
- Liaise with the EBIU
- Deal with sensitive and sometimes difficult enquiries/queries whilst maintaining a high level of professionalism and confidentiality.
- Contribute to the creation/review/update of any relevant policies/procedures as required, accurately reflecting working practices at the Federation.
- Liaise with Wigan Local Authority and the Education Commission for reporting purposes.
- Support leadership teams with self-evaluation and quarterly assurance.
- Organise the collection of internal assessment data and provide a summary to SLT.
- Undertake quality assurance methods to ensure the integrity of the data at all times.
- Completion of DfES and LA returns ensuring all deadlines are met.

- Prepare for the Leadership Team, Curriculum Leaders and other stakeholders detailed analysis performance of different groups of students through internal and external assessment, reports in relation to behaviour, attendance, rewards and progress.
- Provision of data analysis, to analyse overall school data and performance, self-evaluation data checking and other returns.
- Maintain DfE sign in users/modules. Data checking exercise, checking DfE data for schools.
- Access, download, amend (where appropriate) and report on DfE platforms such as Analyse School Performance (ASP), School Inspection Data Summary Report (IDSR), Get Information about Pupils (GIAP) (KS2 and PP data), Primary Assessment Gateway (PAG) (KS2 data), School and College Table Checking Exercises and the Learning Records Service (LRS). Keep the Headteacher and SLT informed of any upcoming deadlines and evidence to be uploaded.
- Responsibility for assessment, data gathering for EHCP's and student reports to parents using parent communication systems.
- Manage all data with regard to literacy and numeracy screening.
- Have access to the DfE Secure Access and all other external sites which provide key data information to schools and be available to support where necessary.

Other Specific Duties

- Support SLT in developing the whole school timetables for the new academic year using Timetabler or other software, including classes, timings, staff, subjects and rooms.
- Manage the processing of any updates and changes to the timetable at times throughout the year as and when necessary.
- Provide training and support to staff on the use of the school's information management systems, data analysis techniques and reporting processes.
- Contribute to the longer-term development of MIS use in the school, including reviews of other systems.
- Accurately maintain manual and computerised records/MIS as appropriate.
- Produce letters, documents and reports as directed e.g. mail merges, event registers etc.
- Extract and accurately input information into MIS as requested.
- Liaise with SLT, external agencies, colleagues and parents as required.
- Prepare information/reports for governors, school publicity and communication to parents, both electronically and in paper format.

All Employees have the Responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Aspire brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person, completing all relevant documentation.
- Participate in training, personal learning and other learning activities as required.
- Participate in the Aspire Federation Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the Federation at events as appropriate.
- To support and promote the Federation ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To undertake any other reasonable duties at the request of the Executive Headteacher.

The post holder will be required to work across the Federated School sites.

PERSON SPECIFICATION

Criteria	Essential	Desirable	Measured by:
Qualifications/ Training	Degree or relevant professional qualification <u>or</u> equivalent level of applicable experience GCSE Grade C, Maths and English or equivalent level of qualification		Application Form Interview Certificates References
Experience	High level of experience of implementing and using a range of relevant software packages, i.e. Arbor, Timtabler, Excel, Office, SISRA, FFT or other similar data analysis programmes Experience of data management and analysis and interpretation		Application Form Interview References Training
Knowledge/ Understanding		Knowledge of setting up timetables and marksheets on Timetabler or similar software.	Application Form Interview
Personal Skills, Abilities and Competencies	Excellent analytical and organisational skills High level of interpersonal and communication skills Ability to use initiative to respond to and resolve long term problems Excellent organisational skills Ability to work under pressure and to set and keep to deadlines Ability to create, develop and implement procedures and policies Ability to manage own workload and direct and manage the workload of others To work occasionally out of hours work to support school functions Ability to motivate staff To take responsibility for self-development and undertake training as required.		Application Form Interview References
Legal Issues	Legally entitled to work in the UK		Application Form Interview ID