



JOB TITLE: Data and MIS Manager

ORGANISATIONAL ARRANGEMENTS:

- **Accountable to:** Head of School.
- **Reports to:** Deputy Head Quality of Education.
- **Liaison with:** Deputy Head Quality of Education, Senior Leadership Team, Heads of Department, admissions officer, attendance officer and other school staff.

JOB PURPOSE:

- To manage the school Management Information System (MIS).
- To manage school data and provide high quality data analysis to school leaders across a range of metrics including pupil progress, attainment and behaviour.
- To assist in promoting the Christian and Enterprising ethos within the school.

DUTIES AND RESPONSIBILITIES TO INCLUDE:

Data Management

1. Manage the day-to-day running of the school data management system,
2. To ensure internal data systems are set up and in use by all departments. Liaising with Heads of Department and the Senior Team.
3. To manage pupil target grades, collating data from FFT and internal assessments (working the Deputy Head, Quality of Education).
4. To provide data to Heads of Department for their bi-annual analysis and when otherwise required.
5. To produce data summary reports at least once per half term to the Senior Team.
6. To produce Governor summary reports as required (in line with calendared Governor meetings).
7. To analyse and check data from national sources such as AAT checking exercise and
8. Coordinate the production of school reports in line with the school calendar.
9. To work with the school Exams Officer to ensure data is accurate and up to date throughout

the year.

10. To provide training and support to school staff in the use of data and internal data systems to ensure effective use and to improve efficiency of the systems used within school.
11. Develop and deliver an annual training programme for data analysis providing bespoke training as required. Working with external trainers as required.
12. To work with the Deputy Head, Quality of Education to develop policies and procedures related to data and disseminate to relevant staff.
13. Be aware of developments in school data and national data initiatives and make recommendations to the Senior Leadership Team about any necessary improvements.
14. To work with the School Attendance Officer to ensure the school attendance data on Go4Schools is accurate and efficient.

School MIS

15. Have overall responsibility for the functionality of the school MIS .
16. Manage the day-to-day running of the school MIS.
17. To manage the annual roll-over and ensure the MIS is set up and functioning at the start of each academic year, this includes importing the timetable and term dates (the Assistant Head, Quality of Education has overall responsibility for the school timetable).
18. To update the MIS as and when necessary throughout the year, developing systems that are effective and streamlined to communicate with Heads of Department and the Senior Team e.g changes to timetabling, rooming, staffing updates.
19. To provide training and support to school staff in the use of the MIS to ensure effective use and to improve efficiency of the systems used within school.
20. To provide support for Support Staff and teachers in the MIS Core products e.g. Behaviour Management, SEN, Registration, Timetable, Admissions, Personnel etc. to ensure consistency, accuracy and confidence in use.
21. Develop and deliver an annual training programme for the MIS providing bespoke training as required.
22. Develop training notes/instruction manuals for staff in the use of the MIS .
23. To work with the Deputy Head, Quality of Education to develop policies and procedures and disseminate to relevant staff.

24. To monitor compliance and work with the Deputy Head, Quality of Education to take action as necessary to ensure consistency across the school.
25. Be aware of developments in the MIS and educational initiatives and make recommendations to the Senior Leadership Team on the use of software to support school improvement initiatives.
26. Implement regular upgrades in the software in order to maintain its functionality and Effectiveness
27. Attend MIS User-Groups or other related support groups to develop links with other MIS managers.
28. Assist the Admissions Officer with the preparation and production of statutory returns, in particular the Student and Workforce Censuses.
29. Undertake housekeeping and archiving of data with due regard to GDPR.
30. Provide Helpdesk support for the MIS as required.
31. Advise the IT department on requirements for running the MIS effectively across the network.

Other Duties

32. Maintain confidentiality according to organisation and legal requirements.
33. Uphold school policies, routines and codes of conduct as set out in the staff handbook or other documentation made available to staff.
34. Undertake other such reasonable duties as may be required from time to time.
35. Work towards and support the school's vision.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the postholder.