

JOB DESCRIPTION: Data Manager

LINE MANAGER: Bursar

SALARY: Leadership Scale

# JOB PURPOSE

To drive a data culture forward within the BISR network of schools and oversee and administer the efficient running of school data and web services.

# RECRUITMENT CRITERIA

* High level of computer literacy (specifically with interrogating databases, processing and analysing data in spreadsheets and Power BI, and presenting data for an audience without data literacy).
* Extensive experience working with all areas of the Bromcom MIS or similar cloud-based MIS.
* Experience of working in an innovative multi-site school environment.
* Excellent communication and organisational skills.
* Ability to work under pressure and to respond to rapidly changing priorities and demands
* Ability to drive forward the data use within the BISR schools to benefit the entire community
* Must be enthusiastic, self-motivated and self-reliant, continuously using own initiative
* Experience of social media networks and digital marketing systems
* Experience of using GSuite and Microsoft SharePoint
* Evidence of leadership and project management skills
* Must have an in depth technical knowledge and be “hands on” when it comes to implementing solutions

# KEY ACCOUNTABILIES

## Data & Web Service Management

To manage and improve the school’s information management systems and web services. To liaise with senior and middle managers to ensure that the production and use of data within the school is innovative and that data quality is excellent. To ensure that data output is accessible, timely, accurate and in the format required by the user.

This will include, but not be limited to, the following:

* Oversight of data and content quality
* Design & implementation of new systems to streamline current procedures
* Support all departments within the school to enhance use of ICT
* Respond quickly to issues raised by members of staff
* Ensure that all data is held securely, is accurate and current and complete
* To upgrade and maintain all software systems as required
* To drive the development of the BISR’s Staff, Student and Parent portals
* Manage the schools online presence, including the school’s website, and social media

## GDPR

* Ensure all staff, students and parents are aware of the GDPR policy and its implications in their areas
* Keep an accurate and up to date list of websites that each year group across the schools are subscribed to
* Ensure parental consent is collected from all new families
* Keep an accurate and up to date list of what consent has been granted and ensure staff can access this

## School Community

* Respond to education developments, both strategic and operational, that have implications on data management and web services including data security and integrity
* To be aware of, and comply with, policies and procedures relating to child protection, health and safety, security confidentiality and data protection
* To communicate effectively to all levels of users
* To attend staff meetings to motivate usage, seek comments from users for improvements and share practice in order that processes are user friendly and functional

## Strategic direction and development

* Take a proactive approach to advancing the school’s use of technology and streamlining the current administration systems
* To research, recommend and implement 3rd party products to enhance current school systems
* To modernise the use of and availability of data within the school environment
* To integrate school systems together into a web platform making data remotely available to staff, parents and pupils
* To work with senior management to review school systems procedures and working practices on a regular basis
* Contribute to whole school policy-making and strategic planning as required by the Principal
* Prepare, monitor and update annual departmental plans in consultation with colleagues
* To attend conferences and training events to keep up to date with developments in the use of Bromcom and e-learning technology

## Timetable

## To formulate each school’s timetable in liaison with heads of primary and senior so as to effectively implement the school’s Mission

## Maintenance of the timetable throughout the year

**KEY EXPECTATIONS**

All staff are expected to:

Be aware of and committed to the mission, vision, values and all associated school policies



Take an active role in the development and implementation of school policies and in the whole life of the School

Ensure that there are equal opportunities for all



Follow school procedures as outlined in the staff handbook

|  |  |  |
| --- | --- | --- |
| Name of post-holder | Signed by post-holder | Date |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of line manager | Signed by line manager | Date | To be reviewed |
|  |  |  |  |