

The Norton Knatchbull School

Job Description

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| **Job Holder:**  **Job Title: MIS, Data and Cover Manager**  **Salary: Currently being benchmarked – envisaged KR7**  **Responsible to: AHT (Timetabling)**  **Contractual Hours: 37 hours per week, term time plus Inset Days + ten days in school holidays tbc** |

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| 1. **PURPOSE OF JOB**  * To manage the production and analysis of accurate and timely data across the school. * Responsible for managing cover for absent teachers. * Responsible for management and development of school’s use of MIS. * Deputise for Exams and Admissions Officer. |

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| **2. PERSON SPECIFICATION:**   * Dynamic, professional, positive and resilient. * High expectations of self, colleagues and students, * Capacity for sustained hard work, both as an individual and as a member of a team. * Strong organisational, interpersonal and communication skills – written, phone and in person. * Self-motivated and can act independently on own initiative, as well as effectively in a team. * Knowledge and experience of supporting students’ academic and personal development. * Passionate commitment to equality of opportunity for all students – particularly those in groups vulnerable to underachievement. * Clear understanding of accountability and line management. * Firm commitment to Continued Professional Development both for self and colleagues. * Understanding of and commitment to safeguarding all students.   **Data, MIS and Cover**   * Appreciation of the need to maintain strict confidentiality with regards to sensitive and confidential student and staff information * Good level of education to at least GCSE standard or equivalent * Excellent numeracy and logic skills and the ability to manipulate and interrogate data in detail and accurately * Excellent ICT skills including up-to-date knowledge and practical experience of current hardware and software packages used in school administration, including MIS and the ability to use and develop such packages to support and improve the school’s data analysis * Ability to communicate with less confident data users, to understand their needs and to develop their skills (through CPD where appropriate) * Significant previous experience within an office environment, preferably within school administration * Experience of managing conflict and negotiating * Able to work calmly under pressure and use own initiative |

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| 1. **DIMENSIONS**   **No Budget**  **Allocation of Cover for absent colleagues**  Reponsibility for provision of data to all relevant stakeholders, principally in the areas of:   * Academic monitoring and assessment data * Behavioural data * Census data * Timetable data * Oversee MIS   This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.  The post holder will be required to deal with a range of stakeholders both internal and external and carry out any duties as required by the Headteacher and Board of Governors. |

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| * **PRINCIPAL ACCOUNTABILITIES:** * Act as data co-ordinator, working with members of the senior and middle leadership teams to provide data returns for all internal and external stakeholders, frame data collection arrangements to support and inform the academic and pastoral processes of the school. This involves using MIS and Data software to producing and maintain data sets and analyses to enable colleagues to monitor and intervene to support students’ academic and pastoral progress. * Develop reporting processes and systems to ensure accurate, appropriately stored and easily retrievable individual, and by group, reports for all students, both academic and pastoral. * Assist Timetabler with timetabling to ensure that students can undertake their chosen subjects; make sure that appropriate teaching staff and rooms are available and allocated and that the MIS reflects this. * Production/checking of statutory data submissions to govt and DfE – e.g. school Census Returns, Exam Entry/Results checking exercises; collating and inputting all student/staff data ensuring the timely submission of accurate data. * Work with the Exams Officer to ensure that all data from public examinations is available on the school’s MIS system. * To ensure generation of monitoring reports/data for parents in line with the school’s Assessment Calendar. * With Line Manager continue to develop the use of the school’s MIS system in order to produce a seamless data access, handling, storage and distribution system for staff and parents; looking to streamline school processes as effectively and efficiently as possible. * To assist with other administrative duties to ensure that the school runs effectively and efficiently, deputising in the absence of the Examinations Officer, and during busy periods assist with examination procedures. * Plan and manage the allocation of cover, liaising with Line Manager and Cover Agencies when appropriate. * To liaise with Office and Finance to ensure appropriate arrangements are in place for the administration and induction connected with the employment and payment of supply teachers. * To act upon any other reasonable request from the Head Teacher. |

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| 1. **SCOPE FOR IMPACT:**  * The post holder is responsible for ensuring that all staff, students and other stakeholders have access to up to date and accurate data analysis and reports; failure to do this could impact on a student’s and the school’s future. |

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| * **JOB CONTEXT:** * The post holder must work on their own initiative, often to tight deadlines, with minimal supervision. * The post holder will attend Support Staff Middle Leaders Meetings * The post holder provides an important service to the school ensuring students’ academic records are updated and information is accurately recorded, analysed and reported – both internally and externally. |

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| **SAFEGUARDING**  The school is committed to the safeguarding of children; all employees will receive training on  Child Protection and need to have read the Child Protection Policy.  **HEALTH SAFETY**  To take delegated responsibility for the implementation of the Act in the area where they work as  outlined in the schools Health& Safety Policy. |

Agreed By ................................................................................. Date....................................

Job Title

Agreed By ................................................................................... Date.....................................

Headteacher