

Job Title: **Systems & Data Manager (SDM)**

Grade / Salary: **Dependant on Experience**
36 hours per week (52 weeks per year)

Line Manager: **CO-Headteachers**

Main Objectives

- To support the Co-Headteachers in implementing the School Improvement Plan
- To support the aims and objectives of the school
- Implement, oversee and develop the MIS within Fortismere ensuring these meet the needs of the curriculum, administration and management. Also, all other relevant systems, these include but are not restricted to SIMs, Classcharts, Facility Parent Pay and ParentMail
- To lead on the collection, dissemination and management of all school data
- To support the SLT in the training of school staff in the effective use of the school MIS (SIMs)

Operations management

- Identify technical and other problems with Fortismere management information systems, including tracking and reporting, and determine the most cost effective and efficient ways to address these.
- Promote the use of central information systems as the main source of accurate data and information for all Fortismere staff.
- To lead on the design and implementation of bespoke SIMs reports
- Assist in disaster recovery planning at Fortismere as necessary

Data

- To ensure all required student information is gathered and entered into the relevant systems including SIMs but not limited to, attendance, assessment records, admissions and leavers, students' progress, targets, Census, exam results and timetables.
- To have responsibility for ensuring that teaching colleagues have access to all data necessary to assist in raising progress levels of all students.
- To oversee and ensure the production of clear, accurate, appropriate and timely data and reports to meet the needs of the school and its stakeholders.
- To ensure that the school is maximising the use of its data systems to support its day-to-day running.
- To oversee the school's reporting procedures.
- To oversee the development of effective and efficient processes and systems for collecting, analysing and deploying data. Working with SLT and Middle Leaders to help spot trends and patterns in the data
- To ensure all data protection principles and laws are in place and ensure compliance and safety of all data held.

- To be responsible for ensuring all data input regarding collection, statistical returns in relation to student progress, attendance, census, examinations, assessment, 'pupil premium' are accurate and submitted on time.
- To ensure all reporting returns to external organisations including all statutory returns are accurate and submitted on time.
- To provide support and training for staff on issues relating to the MIS and to data. Attend Middle Leader and SLT meetings when required in order to meet this aim.
- To ensure accurate and appropriate target setting data is in place for all students

Finance and budget management

Work with the Director of Operations:

- Ensure all claims for Fortismere learner related funding are accurate.
- Brief the Fortismere senior leadership team (SLT) on changes to the funding methodology as required.
- Ensure all sources of relevant funding are optimised and received.
- Advise on specifications for information systems requirements and to contribute to the production and evaluation of tender documents and returns.

Information management

- Maintain a high level of knowledge of national, regional and local developments in secondary education.
- Maintain a detailed knowledge of all relevant funding agencies policies and procedures as they relate to funding learning, information and auditing requirements.
- Support the provision of accurate, user-friendly and timely management information to internal and external audiences as required.
- Maintain expert knowledge on information systems and technical developments.
- Produce regular, accurate and understandable performance indicators as required on learner information and funding from an historical, current, projected and planned perspective.

Timetable

- Work with designated member of SLT to produce a working timetable that suits the needs of students and teachers.
- Produce the duty timetable
- Update and adjust the timetable as required throughout the year.
- Work with relevant stakeholders to support options process
- Match the teaching groups to their timetable with the Admissions Lead
- Produce the printed or online student and teaching staff timetables

Line Management

- Line manage the Admissions Manager. To include Performance management and professional development.

Other Duties

- Work with Fortismere's Information Officer, with particular reference to requests under FoI or the GDPR
- Undertake all duties required consistent with the objectives and/or duties of the post.
- Undertake training and development relevant to the post and in line with the school's developing profile.
- Perform any other duties necessary to aid the growth and development of the post.
- Ensure health and safety procedures are implemented in all areas of work responsibility.

- Support the school's commitment to safeguarding and promoting the welfare of children in school.
- Implement the Council's and Governing Body's Equal Opportunities Policy in all aspects of the work and duties associated with this post.
- Be aware and comply with all relevant legislative requirements including Data Protection
- Undertake specific projects or other temporary duties consistent with the basic objectives of the post as required from time to time

This Job Description should not be viewed as a prescriptive document, but as an outline of the duties of the post. The Job Description is subject to review and change after consultation and agreement with the post holder.

Signed:

Dated:

Dec 2023