

## Job Description: Data, Cover and MIS Manager



<b>Title of Post</b>	Data, Cover and MIS Manager
<b>Grade and SCP</b>	Grade 9, SCP 23-25 £34,434 – £36,363 pro rata
<b>Hours/Working Weeks</b>	37 hours, 38 weeks (term time only) plus 2 PD Days
<b>Post Status</b>	Permanent
<b>Accountable To</b>	Operations Lead
<b>Key Stakeholders</b>	Deputy Headteacher Teaching & Learning

### Main Purpose

To accurately record, manage and analyse the school's assessment data to support effective tracking of student progress and educational outcomes. This includes coordinating with teachers and administrative staff to collect, analyse and report on assessment results.

The post holder also serves as **Cover Coordinator**, directly **line managing the cover supervisor team** and arranging staffing for absent colleagues to ensure continuity of learning and operational efficiency.

### Duties & Responsibilities

#### Data Management & Analysis

- Input and manipulate student progress data in Arbor, SISRA and Excel.
- Lead on the development and implementation of DEESHA throughout the school, leading in key areas relevant to the role.
- Ensure data accuracy and consistency across all platforms.
- Perform data analysis using software functions.
- Generate reports and insights to inform teaching strategies and school improvement plans.
- Retrieve and produce data according to staff and leadership team needs.
- Present data analysis / interpretations to leadership team as required.
- Use data analysis to identify students for interventions
- Produce target data for all students, based on either KS2 SATS data or CATS testing when KS2 data is not available.
- Develop and design Power Bi dashboards as required
- Coordinate and produce the school's annual timetable, ensuring accuracy and alignment with staffing and curriculum needs.
- Provide comparisons of student progress across subjects and teaching groups.
- Assist with referrals to the Family Support Advisor / SENDCo / Inclusion Team by providing necessary data.

## **Arbor & MIS Responsibilities**

- Act as the **Primary Arbor Lead**, including producing student timetables and managing staff permissions.
- Provide training and support to staff on using Arbor effectively.
- Process APDR cycles.
- Process timetable changes for both students and staff.
- Input data from primary schools into Arbor (CTF), ensuring seamless transition of student records.

## **Reporting & Statutory Returns**

- Complete Census reporting (workforce and student census) within required deadlines.
- Collect and input school report data from teaching staff.
- Produce and distribute school reports to families, ensuring accuracy at all times.

## **Options Process**

- Lead on the development and implementation of the Options process system.
- Manage student subject choices, ensuring smooth operation and accurate data entry.
- Communicate with students, parents and staff regarding the options process.

## **Consultation Evenings**

- Lead, coordinate and administer consultation evenings, including use of the booking system.
- Ensure smooth operation and effective communication with parents.
- Liaise with the Operations Lead to ensure the effective running of the evenings.

## **Staff Absence & Cover Coordination**

- Collect and record staff absence information and ensure timely and accurate reporting on SAM People.
- Liaise with the Headteacher to manage internal and external cover arrangements, ensuring cover is effective, efficient and cost-conscious.
- Allocate work to cover and supply staff via Arbor and communicate schedules and expectations to relevant staff.
- Produce / make accessible any cover work submitted by absent staff to covering staff
- Line manage the cover supervisor team, including any employee induction, probation, performance management as required.
- Assist with school evacuation procedures in line with the fire evacuation plan.

## **Administrative & Operational Support**

- Provide reprographic support to all staff as required.
- Carry out general administrative duties required in the day-to-day running of the school.
- Assist with Reception duties, including answering the telephone, dealing with face-to-face enquiries and signing in visitors when required.
- Undertake break / lunch / after school duties as required.
- Provide first aid to students when required.
- Assist with school evacuation procedures in line with the fire evacuation plan.

## Meetings

- Regular line manager meetings with cover supervisors
- Liaison with supply agencies in relation to cover arrangements.
- Attend regular meetings with line manager, Deputy Headteacher Teaching & Learning and wider senior leadership team members as required

## Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

## Other Responsibilities

- Responsibility for safeguarding and promoting the welfare of children.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the school and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

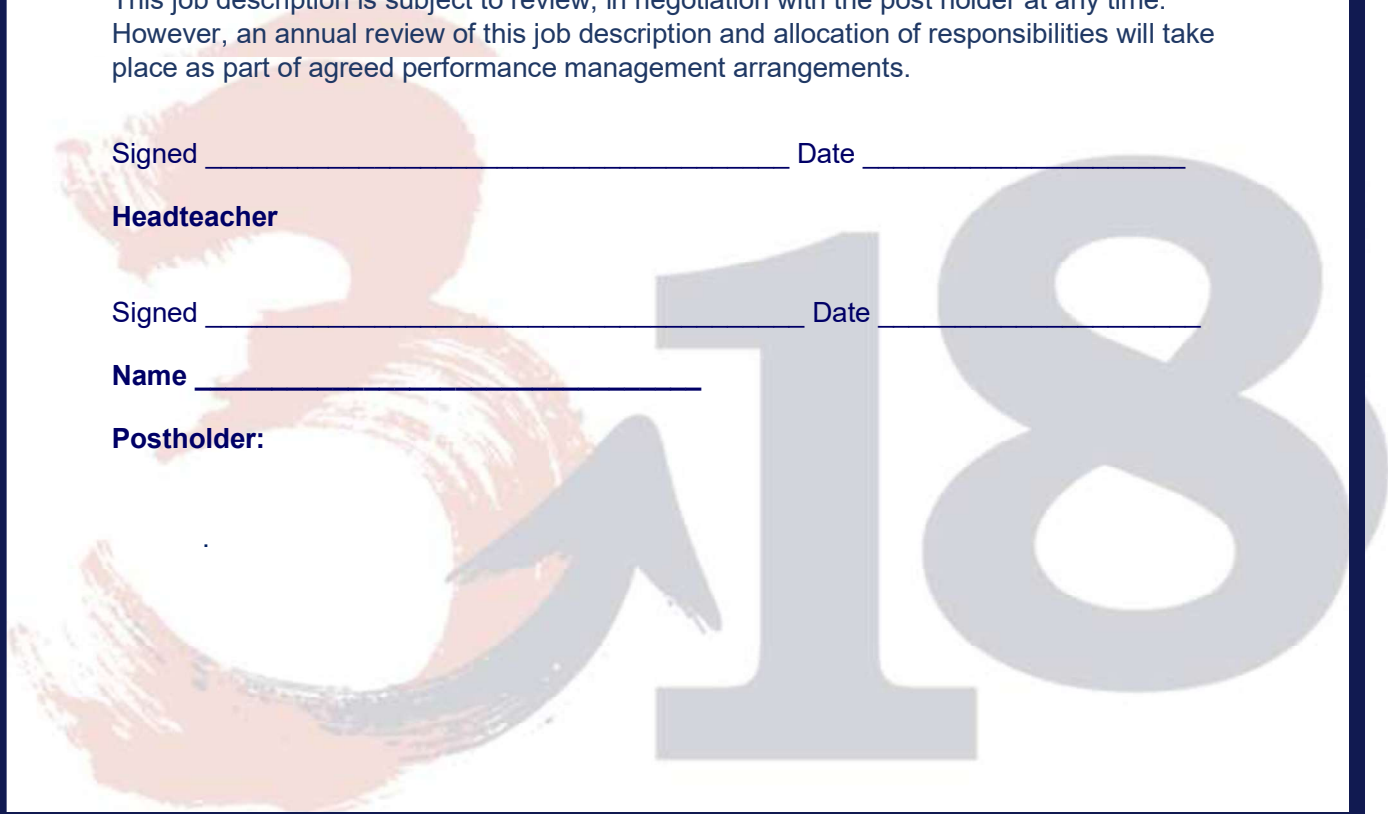
Signed \_\_\_\_\_ Date \_\_\_\_\_

**Headteacher**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Name** \_\_\_\_\_

**Postholder:**



## Person Specification – Cover, Data and MIS Manager



EDUCATION TRUST

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard level of education</li> <li>• 5 GCSE's or equivalent, including English and Maths grade C/4 or above</li> <li>• Relevant professional experience in data management, MIS or school administration</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification or formal training in data analysis, MIS systems, or school business/administration</li> <li>• Evidence of continued professional development related to data protection or education systems</li> </ul>
<b>Work or Relevant Experience:</b>	<ul style="list-style-type: none"> <li>• Significant experience of working with a school Management Information System (e.g. SIMS, Arbor, Bromcom, ScholarPack)</li> <li>• Proven experience in managing, validating and reporting school data (attendance, assessment, census, behaviour)</li> <li>• Experience of coordinating staff cover and timetabling cover arrangements</li> <li>• Experience of producing statutory returns (e.g. School Census) accurately and to deadline</li> <li>• Experience of working with confidential and sensitive information</li> <li>• Relevant personal and professional development</li> <li>• Working in an environment where experiences included taking initiative and self-motivation</li> <li>• Working as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a multi-academy trust</li> <li>• Experience of supporting SLT with performance, attainment and progress data</li> <li>• Experience of training or supporting staff in the use of MIS systems</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• Detailed understanding of school data processes, including attendance, assessments and pupil records</li> <li>• Strong ICT skills, particularly Microsoft Excel (including formulas, filtering and data analysis)</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of DfE data collections and guidance</li> <li>• Experience of timetable or cover management software</li> <li>• Understanding of accountability measures and performance indicators</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to analyse complex datasets and present findings clearly to different audiences</li> <li>• Strong organisational skills with the ability to manage competing priorities and deadlines</li> <li>• Excellent attention to detail and high standards of accuracy</li> <li>• Clear understanding of GDPR and data protection requirements within a school setting</li> <li>• Willingness to participate in training and development opportunities</li> <li>• Excellent ICT skills</li> <li>• Ability to train, supervise and develop other staff</li> <li>• Excellent organisational skills</li> <li>• Ability to manage time effectively</li> <li>• Understanding of data protection</li> </ul>	
<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work well as part of a team</li> <li>• Flexibility and reliability</li> <li>• Ability to bring to the role, initiative, enthusiasm and commitment</li> <li>• Ability to maintain confidential information</li> <li>• Ability to communicate effectively both verbally and in writing to a diverse range of people</li> </ul>	
<p><b>Special Conditions</b></p>	<ul style="list-style-type: none"> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li> <li>• Able to work at times to meet the needs of the service</li> <li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check</li> <li>• Understanding the importance of safeguarding and promoting the welfare of children.</li> </ul>	