

THE GRANGE SCHOOL



Data Manager Job Description





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JOB DESCRIPTION

Job Title: MIS & Data Manager

Purpose of Role:

To lead the management and development of the school's Management Information System (MIS), ensuring data integrity, compliance, and effective use across the school. The role is responsible for developing reporting systems, improving data processes, and supporting strategic decision-making through high-quality data insight.

Key Responsibilities :

MIS & Systems Management

- Lead the administration, configuration, and ongoing development of the school's MIS (Bromcom).
- Ensure data accuracy, integrity, and consistency across all systems.
- Promote and support the effective use of MIS functionality across the school to maximise value.
- Manage system access, structures, and integrations with other platforms.
- Support the timetabling function by maintaining system readiness for timetable implementation, academic roll over and in-year changes.
- Ensure the MIS is accurately configured for the academic year rollover, including the correct allocation of students to timetable structures and teaching groups.
- Provide technical support and troubleshoot issues related to the MIS and other data systems.

Statutory Returns & Compliance

Lead the preparation and submission of statutory returns, including:

- School Census.
- Workforce census.
- Act as the school's GDPR Lead, ensuring compliance with data protection legislation, completing DPIA for new systems and software.

- Manage the retention schedule.
- Maintain and promote strong data governance, policies, and best Practice.

Data and Reporting

- Work strategically with senior leaders in all areas to identify key priorities and create and implement efficient data-driven solutions using Power BI, Excel, 4Matrix, Bromcom, and other software when appropriate.
- Develop and manage data architecture to support consistent, reliable, and accessible reporting.
- Provide timely and accurate data analysis to support leadership and operational decision-making.
- Effectively communicate data insights and reporting outcomes to senior leadership and other stakeholders.

Process Improvement & Systems Development

- Identify and implement improvements to data and administrative processes.
- Lead the automation and digitisation of workflows (e.g. admissions processes).
- Drive efficiencies that reduce manual workload and improve data quality.
- Lead and manage projects related to MIS enhancements, ensuring timely and successful completion.
- Promote innovation and the adoption of best practices in data management and reporting.

Exams & Operational Responsibilities

- Act as the named Exams Contingency Lead.
- Support data requirements relating to exams and other statutory processes.

Admissions & Data Processes

- Oversee admissions data processes, ensuring accuracy, efficiency, and timely input.
- Support the continued development of electronic admissions systems.
- Ensure effective integration of admissions data into the MIS.
- Line manage the Admissions Administrator.
- Provide training and support to staff in the use of MIS and reporting tools.

Working Relationships

- Work in conjunction with the Exams Officer/Exams Lead and Assessment Lead to ensure accurate and timely data processes.
- Collaborate with teaching and support staff to support effective use of data systems and reporting.
- Provide guidance and support to staff to improve data quality and system usage across the school.
- Collaborate with external agencies, vendors, and service providers to ensure effective integration and support of data systems.

Key Impact of Role

- High-quality, accurate, and compliant statutory reporting.
- Improved access to data through effective reporting and dashboards.
- More efficient and streamlined administrative processes.
- Increased utilisation and value of MIS systems across the school.

General responsibilities common to all staff

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities, and Health and Safety.
- Support and contribute to the School's responsibility for safeguarding students.
- To participate in the School's performance management process.
- To undertake training and development relevant to the post.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook, and as otherwise notified from time to time.
- Ensure continuous professional development by attending relevant training and conferences.