Job Description

Job Title: Curriculum and Student Information Systems Manager

Responsible To: Directly responsible to the Assistant Headteacher (Maths).

Responsible For: No other members of staff

Salary: LPT-07

Job Purpose:
- To utilise specialist knowledge and experience in full support of school information systems.
- To provide a specialist support service, maintaining the school's management information system with particular regard to curriculum and timetable, in an accurate and sound way.

Key Accountabilities:
The key accountabilities of the role are set out below but they are not intended to reflect an exhaustive list of duties.

Information Systems
- Using specialist knowledge work independently and efficiently, liaising with relevant staff and seeking contextual information where necessary
- Set up and manage effective administrative systems and processes to effectively support the curriculum and timetable service areas.
- To manage and implement all processes in relation to Seat Planner, Parents' Evening System, and Room Booking System.
- To provide administrative support for school options processes at KS4, for academic clinics and for the whole school performance management and appraisal system.
- Provide and manipulate options, academic clinic and safeguarding data as requested by school leaders.
- To prepare letters and undertake mail merges ensuring personal and academic student data is accurate.
- Monitor and maintain a calendar of tasks, ensuring timely and high-quality delivery.
- Receive and respond to enquiries from colleagues and parents to provide a timely, courteous and effective service, including Service Access Requests (SAR) and Freedom of Information requests (FOI).
- Report any concerns, problems or incidents in accordance with relevant reporting procedures.
- To undertake other administrative tasks that support outstanding service quality and continuity at the direction of the Headteacher as circumstances require.
- To maintain up to date training in order to ensure effective and high-quality delivery of responsibilities.

Timetable
- To set up the new academic year before timetabling can commence.
- To work proactively with the timetable teacher team to assist with the construction of the annual school timetable, liaising with the Deputy Headteacher (Curriculum) as required.
- To maintain and ensure the accuracy of the course manager in the Management Information System to inform statutory information requirements.
- To populate staff, room and student information in Bromcom.

- To ensure that all students have complete timetables, undertaking regular quality control checks and proactively solving issues that may arise.
- To organise the printing and distribution of year, faculty, and student timetables.
- To manage the administration of timetable changes throughout the year.
- To coordinate online learning platforms for students.

Data Housekeeping and Quality Assurance
- To manage the range of data housekeeping tasks on the school's management information system relating to the curriculum and student reports, as well as on the school network to ensure efficient retrieval of data and minimise storage space required.
- To devise and carry out quality assurance methods to ensure the accuracy of the stored data.
- To prepare and maintain a Procedures Manual that supplements the school's management information system documentation.
- To ensure full understanding of complex procedures and the systems to enable appropriate developments in school's management information system and timetabling system.

Other
- All employees of LPAT are expected to follow the employee code of conduct and are thereby required to have due regard for safeguarding, data protection, health and safety in the workplace regulations, promote equal opportunity, exercise professionalism and uphold the values of member schools and LPAT.

June 2024

Signed:...

Date:..

Name:..

Curriculum and Student Information Systems Manager
Person Specification

Selection Criteria	Assessment Method
Qualifications and Experience	
Essential: - Good standard of education – including GCSE in English and Maths. - High level working knowledge of Excel, databases and Word. - Excellent communication skills both written and verbal. - People management skills. Desirable: - Previous experience in a similar data management role. - Experience of student information management systems	Application form Certificates Personal statement References Interview
Knowledge, Skills and Aptitudes	
Essential: - Vision and personal drive to develop the efficient use of data in the school, drawing upon good practice from elsewhere where appropriate. - Attention to detail and accuracy. - Good computer literacy and accurate keyboard skills. - Experience of quality assurance. - Ability to formulate ideas and solutions and present them effectively. - Ability to work effectively as part of a team. - Ability to evaluate and meet changing priorities throughout the working day and work under pressure. - Personal presence, confidence, patience, resilience, sensitivity and maturity of approach. - A professional approach supported with a due regard for discretion and the need for confidentiality. - Able to evaluate own developmental needs and seek learning opportunities to address them. - Commitment to inclusive education - Ability to apply relevant health and safety, equality and diversity, and other multi-academy trust policies and procedures Desirable: - Understanding of school curricula. - Demonstrate an understanding of safeguarding procedures, training will be provided	Application form Personal statement References In-tray exercise