



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON-ACADEMIC)

I. Job Information

Job Title:	Data Manager
Job Grade:	G5
Department:	Whole School
Line Manager's Job Title:	Deputy Head

II. Job Specification

Main purpose of job:

- Be the key manager of all data for relevant departments, for both academic and administrative areas of the school. Create an annual WS 'data' calendar in liaison with dision Heads and provide a variety of formal reports and ad hoc requests throughout the year.
- Work closely with the HoSs to manipulate and disseminate data effectively to the whole school community when necessary.
- Manage the Management Information Systems (MIS). Advise the HoSs and other SMT on whether a separate bespoke analysis system is required and through reviews, collaboration and coordination with SLT/SMT across the school.
- Have strong knowledge of the various national and international data regulations in regards to GDPR and carry out the annual self-check survey. Keep senior leaders informed as appropriate.
- Provide quality assurance through on-going monitoring the accuracy of all departments' data and supporting departments through effective training of staff.
- Due to the necessity to link the main MIS to other school systems (LS Tiger Timetabling, CHQ, Seesaw, SOCS, Meet the Teacher etc...), ensure data on all platforms is maintained to the highest standards.
- Maintain the Saturday School iSAMS system and provide training to SS staff when necessary.
- Work with SLT/SMT to ensure the integrity and safety of the schools' data is collected, stored, manipulated and analysed in-line with GDPR regulations and the schools Safeguarding policy and procedures.
- Collate and monitor absence data of both staff and students across the school.
- Based on information provided by US ADoS / LS DH – Pastoral, complete the relevant returns for absence to HR
- Provide US/LS SMT with updates on student report completion 48hrs before each deadline.
- Management of staff and student portals to ensure accurate and up to data is available for migration to the portals.



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON-ACADEMIC)

Provide key results to be achieved by this position and a breakdown of the main duties and responsibilities, as well as the percentage of time they occupy:

Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities	% of time
<p>1. Ensure quality and integrity of all students and staff data.</p>	<ul style="list-style-type: none"> - Ensure that all data in school's MIS and other supporting systems is up to date and entered in line with school procedures and policies. - Take overall responsibility in maintaining the staff and student portals and ensure that data migrated from MIS and other school systems is migrated with accuracy and efficiency - Manage all data on the M.I.S related to the curriculum, including assessment, tracking and internal examinations. - Manage and support the Saturday School iSAMS system in liaison with Saturday School staff. - Monitoring the process of inputting the internal examination results and report data, and provide updates to the relevant SMT on progress. - Provide assistance and support in the design and implementation of departments SOPS in order to meet GDPR compliance requirements where possible within our China context. - Ensure that all data is accurate for the migration at year-end for administrative rollovers. - Support HR in the maintenance of ISAMS and eRoad data in regards to staff details. - Support LS/US events scheduling through being the point of contact for systems accessed by parents. 	<p>35%</p>
<p>2. Ensure good data Analysis and reporting</p>	<ul style="list-style-type: none"> - Liaise with and brief senior leaders, governors, heads of departments and others on the presentation of data. - Alert and keep senior school staff informed of how to monitor and record data related to the Behaviour, Rewards and Sanctions policy – such as reason room/detentions and student attendance – and how to disseminate this data to middle managers such as YGL/PGL/HoDs/Hms. - Assist and direct the AST with the class sets and lists in all subjects as required - Ensure the data is produced and made available for school senior leaders to accurately monitor the attendance of students and to enable them to produce weekly reports to aid the monitoring of whole school attendance - Provide US/LS SMT with updates on student report completion 48hrs before each deadline. 	<p>25%</p>



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON-ACADEMIC)

<p>3. Ensure and enforce effective data management policies</p>	<ul style="list-style-type: none"> - Create and enforce policies for effective data management following SLT approval - Formulate techniques for quality data collection to ensure, accuracy and legitimacy of data - Establish <i>rules and procedures</i> for data sharing with senior management and external stakeholders that is closely aligned with GDPR compliance. - Support the effective administration of data across the school by setting up appropriate access levels across all IT systems for each divisions of the school. - Working alongside Head of IT, ensure systems and checks are in place in order to maintain a high level of protection of the school's data and informing the Head Master of any breaches of confidentiality in the schools MIS or any other school system that holds student and staff data. - Monitor and analyse information and data systems and evaluate their performance to discover ways of enhancing and them (new technologies, upgrades etc.) - Ensure digital databases and archives are protected from security breaches and data losses in consultation with the head of IT - Troubleshoot data related problems and authorize maintenance or modification. 	<p>20%</p>
<p>4. Collation and analysis of staff and student absences and associated data</p>	<ul style="list-style-type: none"> - Using the template provided by HR, complete and forward the relevant data for absence to HR – supported by US ADoS / LS DH – Pastoral - Management of staff and student portals to ensure accurate and up to date data is available for migration to the portals. 	<p>10%</p>
<p>5. Advise, train, support and monitor heads of department, colleagues and senior managers in the use of IT systems in the school.</p>	<ul style="list-style-type: none"> - Support all departments in the use of data systems and ensure adherence to legal and where appropriate, GDPR compliance. - Support EA/ELP coordination using CHQ (SOCS ?), Firefly, Seesaw, as the Learning Platform - Support the marketing and admissions departments in links with Finalsite and alumni (Potentiality?) programmes. - Support the finance department in the production of student invoices in relation to ISAMS data - Facilitate IT systems training across the school, i.e.iSAMS, SOCS, CHQ etc... - Represent the school at external events such as the ISAMS International User Group Meetings and cascade information gained. 	<p>10%</p>



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON-ACADEMIC)

Resources managed – line management and financial resources:	Line management: N/L
	Financial resources managed: N/L
Key working Relations and network	Internal: - Senior Leaders, Heads of Department, teachers - Admin Staff - Academic support staff - Students - Parents
	External: - ISAMS, CHQ, Firely, AX and other external links such as Final Site
Key performance indicators for this position (KPIs): - Data accuracy and quality - Data production efficiency - Quality of reports - Integrity and smooth migration of data in different systems	

III. Person specifications

1. Core Values to be demonstrated by the job holder:

Harrow Key Value	Underpinning statements
Leadership for a better world	Contributing Positively to Community
	Applying Knowledge with Compassion
	Solving Problems Collaboratively
	Solving Problems through Communication
	Making Just Choices
	Facing Challenges with Determination

2. Functional Competencies to be demonstrated by the job holder:

For a manager's role:

	Name of Competence
Competence 1	Managing self and resources
Competence 2	Delivering results
Competence 3	Customer focus
Competence 4	Problem solving
Competence 5	Team work
Competence 6	Communicating
Competence 7	Learning and development

3. Specific specialised knowledge, professional skills, qualifications or experience required for this job:

Minimum Academic Degree required



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON-ACADEMIC)

- Bachelor Degree or other related fields.

Professional skill and knowledge required

- Make the complex appear simple
- Communicate well to a range of audiences
- Be highly ICT literate and proficient user of Excel and other databases
- Analyse and present data accurately to a range of stakeholders
- Be well organised with a good eye for detail
- Communicate well to a range of audiences

Experience

- Accountants, business analysts and other professionals used to manipulating and interpreting data do well.
- Above all, an in-depth knowledge and successful track record of working with an MIS system is the most important experience.

Language

	Confidence	Intermediate	Operational	Extensive
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

IT Skills

- Be highly ICT literate and proficient user of Excel and other databases

IV. Other job-related or local special factors not mentioned above:

1. Non – criminal record issued by police authorities must be provided by the selected candidate.
2. Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.
3. Travel frequency

No travel required Occasional travel required Frequent travel required