

Job description

Job title: Pupil Records Manager	Status: Permanent
Team: IT Services	Reports to: Head of IT Services and Support
	Direct reports: 0 (dotted line to in school data lead)
Department: Central Services	Departmental budget holder: No

Position context:

Our purpose: To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become confident and impactful world citizens.

Position purpose:

The Pupil Records Manager is a Trust wide role, responsible for the accurate recording, amendment and storage of pupil records held by our schools, both system and paper-based. This role is also responsible for the accurate reporting of pupil data, including census, to the appropriate funding bodies and ensuring that optimum funding is achieved. Additionally, oversight and maintenance of the school's timetabled activities is the responsibility of the Pupil Records Manager.

Position accountabilities:

Accountability	Key activities
Strategy	<ul style="list-style-type: none"> Keeps up-to-date with changing funding / allocation rules and guidance Is aware of and understands the ELAT 3-year strategy, Vision, Mission and Values Seeks to ensure funding optimisation is achieved Develops improvement strategies, informed by data analysis, data quality measures and outcome of school's improvement plans Drives data awareness cross Trust through aggregated dashboard reporting Is aware of and promotes Data Protection Principles
Planning	<ul style="list-style-type: none"> Plans collection and archiving of relevant pupil data Develop and maintain reporting calendar Works with school data leads to compile result and progression data Ensures maintenance and upgrades to the school pupil records system does not impact operations

Accountability	Key activities
Delivery	<ul style="list-style-type: none"> • Pupil records are maintained in line with Trust policies and statutory procedures • Promotes consistent pupil data recording and reporting across all schools • Accuracy of information is maintained • To assist in the production of funding reports • Work with 'LMS' to improve data reporting • Redundancy, destruction and archiving schedules maintained • support with internal and external audits relating to pupil records systems and data as directed by the Head of Finance and Procurement • Assist in the provision of training, documentation and communication across the Trust
People Management / Organisational Development	<ul style="list-style-type: none"> • To fully take part in the Trust's performance management system
Information Management and Reporting	<ul style="list-style-type: none"> • Liaise with the Head of IT Service and Support regarding issues and development of pupil related databases • Liaise with school leaders to develop useful reporting
Data Protection	<ul style="list-style-type: none"> • All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.
Health and Safety	<ul style="list-style-type: none"> • Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.
Good Citizenship	<ul style="list-style-type: none"> • Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such

Key Stakeholders:

Internal:

- Principals and School Management
- Head of Finance and procurement
- Exam officers and school data leads
- Pupils

External:

- Funding Agencies / Local Borough
- Audit firms
- Other relevant statutory bodies
- LMS Team

Knowledge, skill and experience requirements

Essential:

- Demonstrable experience of proactive contribution to process efficiency
- Excellent problem solving and analysis skills
- Excellent customer service skills
- Experience of managing database applications
- Ability to work methodically with large volumes of information to a high level of accuracy
- Knowledge of Capita SIMS

Desirable:

- Degree level education or professional equivalent
- Understanding of curriculum patterns within the school environment
- Knowledge of the school funding cycle

Key behaviours:

- Demonstrate and role model Trust values which are:
 - **Passion**
 - **Respect**
 - **Inclusion**
 - **Challenge**
 - **Openness**