**Data Manager Job Description**

The role is split into 3 areas of responsibility:

1. Data Manager – To prepare, produce and deliver data required by the school in its day to day work and for self-evaluation and strategic planning purposes – report to the SLT lead for curriculum and data.
2. Cover Coordinator – To organise cover for absent teaching staff and line manage a team of cover supervisors – report to the SLT lead for curriculum and data.
3. Support the construction and maintenance of the timetable – report to the SLT lead for curriculum and data.

**Responsibilities and Duties**

**Data Manager**

* Advise the Headteacher and SLT lead on any concerns and developments of data including SIMs, SISRA, DFE and Pixl.
* Work closely with members of the SLT to support their roles with regards to pupil data.
* Attend external and internal training events and meetings to ensure we are updated with all data related issues.
* Lead for SISRA analysis tool, ensuring the database is accurately set up and populated with student data, targets and results following each data entry point and final exams. You will also have a responsibility for training staff on the use of SISRA and the interpretation of information analysed.
* Support members of the SLT in the collection, analysis, presentation and distribution of data relating to pupil progress and attainment (reports, war boards and dashboards etc).
* Ensure that the schools internal assessment procedures and systems are accurately set up and deadlines are met, chasing up any missing data, reporting this to SLT.
* Cascade any internal training on all Data software packages as required.
* Work with the ICT Systems Manager to ensure the pupil database on SIMs is maintained and kept up to date, including SEN, Pupil Premium, and Ethnicity etc.
* Lead the recording of admissions and leavers.
* Lead the transferring of pupil data via Webexchange and S2S (Secure Access) e.g. Common Transfer Files.
* Assisting SLT members with the collection and analysis of all external results at KS2 to KS5.
* Undertake other tasks that are in the remit of internal and external data as required by the SLT.
* Liaise with ICT Systems manager to set access levels and protocols for staff, students and parents in order to ensure data is securely shared.
* Maintain Reports to parents for all year groups following each collection.

**Cover Coordinator**

* Work with SLT members to coordinate the cover requirements of teaching staff who are absent through illness, meetings, courses or leave of absence etc.
* To organise cover for absent teaching staff.
* To manage a team of school cover supervisors.
* To work with local supply agencies to organise suitable cover supervisors/teachers when needed on a daily/short term basis.
* To provide statistical information for the Headteacher and SLT on staff absence and cover sessions done.
* To check answer machine messages each morning by 7.45am
* To file all cover supervisors/teachers timesheets.
* To check supply agency invoices for accuracy with the finance officer.
* To operate within the agreed budget plan.

**Timetable Support – Construction and Maintenance**

* To support the SLT member with responsibility for the curriculum in the construction and maintenance of the timetable and class lists.
* To support in the options process for GCSE and Post 16.
* To play a lead role in the inputting of the timetable into Nova T6 and transfer to SIMs.