

**JOB TITLE:** **Data Manager**

 **Kent Range 6**

**ACCOUNTABLE TO: Senior Deputy Headteacher**

**JOB PURPOSE:** To provide efficient and effective organisation of the school’s data, assessment, reporting and recording systems

**KEY RESPONSIBILITIES**

**To manage the production of data using SIMS Assessment Manager**

* Maintain and update SIMS and other assessment records to ensure that all assessment data held on pupils is accurate and complete
* To ensure that assessment data relating to new pupils is complete, accurate and imported onto school systems – liaising with feeder schools where required. To ensure that assessment data for school leavers is shared with destination schools as required.
* To provide base data for the Local Authority, Dfe and other agencies, completing the school census and other statistical returns.
* To identify improvements that can be made to data recording systems and/or processes and implement as required.
* Provide training to staff on the use of SIMS and completion of other assessment records.
* To plan and coordinate the school annual calendar for data recording and reporting in conjunction with the Senior Deputy Headteacher
* Collate, monitor and summarise data to identify patterns / trends in pupil attainment supporting the Senior Deputy Headteacher / SLT in the analysis and interpretation information.
* Devise and produce routine and adhoc reports on pupil progress and attainment for individual pupils and cohorts of pupils for review by the Senior Deputy Headteacher and SLT.
* Prepare annual / termly reports for parents on the progress of all the pupils in the school – collating assessment data for inclusion.

**General**

* Assist with other administrative duties as directed by the Senior Deputy Headteacher to ensure that the school runs effectively and efficiently.
* Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person.
* Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development. Support with any other administrative duties as necessary to ensure the smooth running of the school

**Health & Safety**

* To promote and comply with the school’s policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others

**Safeguarding**

The Malling School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Malling School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Signed…………………………………………………………….. date……………………….

Signed…………………………………………………………….. date…………………………

 Headmaster