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**Ormskirk School**

**Job Description**

**Role:** Data Manager

**Grade:** Grade 7 (SCP26-31)

**Salary:** £23,398-£27,668 pro-rata

**Responsible to:** SeniorAssistant Head: Data and eLearning;

**Hours:** 37 hours per week, term-time plus 3 weeks

**Purpose of the post**

To be responsible for the overall administration and management of a range of key data and information systems.

**Responsibilities of Post**

1. To maintain and further develop a sophisticated data system to facilitate the monitoring of pupils’ attainment and progress.
2. To help develop data systems in consultation with key personnel, and facilitate all aspects of progress and behaviour data analysis throughout the school.
3. To provide up-to-date statistical analysis to Senior Leadership Team, Middle Leaders, Governors and the Local Authority as and when required
4. Direct line management of the Examinations Officer and Admissions Officer to ensure efficient pupil transfer data (including assessment data) in collaboration with the local authority, DfE and other schools.
5. To ensure that all pupil targets are up-to-date and made available to the relevant staff, parents and pupils.
6. To be responsible for ensuring that all internal tracking data is kept up-to-date.
7. To respond to ad-hoc requests relating to data and provide support to staff.
8. To manage the school reporting cycle, generating and publishing termly reports for all pupils using tracking data.
9. To attend relevant internal and external meetings.
10. To provide and support training for all staff in the use of key data systems when required.
11. To assist the ICT Support Team in with administration of the schools eLearning strategy where appropriate.
12. To manage time effectively, prioritise work impartially, and present accurate information to staff, meeting arranged deadlines.
13. To undertake such other duties as the Headteacher may from time to time determine, commensurate with the grade.

**Specific Tasks to Include:**

* Administration of the school’s data analysis system (SIMS/SISRA)
  1. Uploading student data (KS2/CATs/target grades)
  2. Setting up relevant aspects of SIMS Assessment Manager
  3. Creation and maintenance of subject specific marksheets
  4. Managing data collections and reporting
  5. Dealing with staff and parental queries/issues
  6. Additional analysis using SIMS Reports and Excel
  7. Dealing with ad-hoc data requests from staff
  8. Tracking impact of interventions (using SIMS/SISRA)
  9. Liaison with software suppliers and support facilities
  10. Management of Data Room
  11. Liaison with school Examinations Officer
  12. Support with delivery of CPD
* Administration of the school’s behaviour tracking system (Class Charts)
  1. Adding custom field data
  2. Setting up intelligence events
  3. Provision of reports when requested by staff
  4. Dealing with staff/parent/pupil queries
  5. Production of regular summary reports
  6. Liaison with Behaviour Administrator to manage rewards/detentions

**General Duties:**

* To participate in arrangements for professional self-development
* Responsible for health and safety both for self and others throughout the school and adhere to the school’s health & safety policy and procedures
* To participate in meetings with colleagues appropriate to duties
* Any other reasonable duties, as requested by the Headteacher or Assistant Headteacher

*The details contained within this job description reflect the content of the job at the date it was prepared. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Governors of Ormskirk School will expect to revise the job description from time to time and will consult post holders at the appropriate time.*

**Ormskirk School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a DBS enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.**