

Job Description

Job Title: Data Manager
Responsible to: Deputy Headteacher/Business Manager
Grade: H6
Hours: 30 hours per week (Mon - Fri) plus 10 days
Date: November 2018

This job description is not necessarily a comprehensive definition of the post. It may be modified by the Headteacher, with your agreement to reflect changes which are commensurate with the salary, the role title and the school development plan.

This job description will be reviewed every two years or sooner if required.

Job Purpose

Responsibility for the administration, organisation and smooth running of SIMs and Data.

Personal and Professional Standards

- To support the aims of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To use the performance appraisal process for support staff to take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people
- To be aware of and comply with all relevant policies and procedures within the school
- To participate in training and other learning activities commensurate with the post
- To attend and participate in meetings as required

Data Management - Internal

Responsibilities include:

1. SIMs System Manager with overall management of SIMs modules – issue of passwords to users, overview of all modules, collection and inputting of data as required to enable effective use of modules by school users
2. Preparation of SIMs for academic year and support for Deputy Headteacher (DHT) in construction of school timetable (SIMs Nova 6). Input of academic lists into SIMs.net and updating throughout year
3. Day to day administration of Assessment Manager Module including design and update of teacher assessment templates, student individual reports and external assessment data templates for teacher's mark sheets, reports to parents and analysis reports for Achievement Teams and SLT
4. Preparation for analysis of academic data as required by Achievement Leaders, Subject Leaders, Curriculum Analysis, Local Authority, Department for Education (DfE)

5. Support with INSETs for Subject/Key Stage Leaders, teaching & support staff for SIMs modules and data held
6. Administration of SMID (used by school to track student academic data and produce analysis of student and school progress as required by DfE). Responsible for mapping of SIMs data to SMID and regular updating of this data. Liaison with DHT
7. To organise exporting student data to Kittle Photography and uploading individual photographs to student records on SIMs
8. Introduction of PiXL data (introduction date tbc.)
9. Target Setting - manipulation of Fischer Family Trust target data before uploading to SIMs and SMID
10. Analysis of student progress for Achievement Leaders
11. Introduction of SIMs Lite (online OV7/data collection forms) and processing new Year 7 OV7s during the summer break

Data Management - External

Responsibilities include:

1. Preparation, input and updating of Post -16 Academic information for the Post -16 Census used to calculate 6th Form funding. Collection of data from awarding bodies, DfE and other agencies and input/transfer to SIMS database in accordance with DfE guidelines and expectations. Regular update of this data
2. Online checking of examination and achievement data held by DfE and LA at regular intervals throughout the academic year
3. Update and upkeep of student Academic data held in the staff shared area and SIMs involving online download of KS2 data, CATs data and Fischer Family Trust data from external sites as required and uploading to SIMs Assessment Manager for school and teacher use
4. Preparation and checking of student data (academic and pastoral) for termly Census in accordance with DfE requirements - liaison with SLT, Achievement Teams, Finance, LS Department to ensure accuracy of this data
5. Preparation and checking of student data for annual Catholic Census (CESEW) in accordance with guidelines.
6. To carry out any other task as requested by the line manager or Headteacher

Deputy Data Protection Officer (DDPO)

Responsibilities include:

1. Supporting the DPO in all aspects of the role
2. Monitoring compliance with GDPR
3. Awareness-raising and training of staff
4. Providing advice where requested
5. Staying abreast of any changes/updates to GDPR
6. Completing any relating administrative tasks related to GDPR
7. Checking the dpo@ email address daily

Key Competencies

- To have good knowledge and understanding of Microsoft Excel
- To have good knowledge and understanding of SIMs
- Ability to manipulate data using Excel (spreadsheet format)
- Ability to work in an organised and methodical way
- Ability to work accurately to deadlines
- To have a can-do approach to all aspects of the post
- To be able to develop and maintain positive working relationships with other team members, the public, staff and students
- To be able to work under pressure, whilst continuing to prioritise and perform effectively
- To have good written, verbal communication and ICT skills and relate well to school staff
- To have a willingness and competency to work using own initiative
- To have a good understanding of E-Safety, confidentiality issues and Data Protection legislation