

JOB DESCRIPTION

Post Title: Data Manager

Salary: Band H - (£28,221 - £30,756 full time)
(£26,850 - £29,262 actual)

Hours: 36 hours a week, term time plus 4 additional weeks

Responsible to: Deputy Headteacher

Responsible for: Management of Admissions, Data (all aspects), to line manage Examination Officer and Cover Supervisor.

PRINCIPAL RESPONSIBILITIES

- To be responsible for accurate student profiling and database services.
- To undertake analysis of student performance information and to prepare reports on results of this analysis for the Headteacher, Senior Leadership Team, governors, subject leaders, other staff and external audiences.
- Lead the processing and distribution of student related data. To provide advice and training to staff on the interpretation and use of data to support policies of raising educational achievement.
- To have lead responsibility for school's systems of assessment recording and reporting.
- To manage systems' upgrades (SIMS, SQL, IIS etc).
- To be the key user of SIMS.
- To undertake the inputting and scheduling of the school timetable in partnership with a member of the senior leadership team.
- Manage all aspects of the examination process, both internal and external examinations
- Managing the cover for staff absence effectively and deploying the school's cover assistants and supply staff as required.

Examinations - Oversee the Examinations process to ensure it is carried out efficiently and the school complies with relevant deadlines for Examinations Boards, by effectively managing the examination officer.

- Exam entries procedure – compiling estimated entries, final entries including modules and options, keying in entries.
- Exam preparation procedure – preparing the examination calendar, estimated grades, coordinate access arrangements [liaising with departments through the SENCO], controlled assessment arrangements/collection/checking/processing marks, timetable preparation and distribution, clash management, special consideration application procedures, candidate briefing documentation, exam room organisation including seating plans and equipment [liaising with all relevant staff], storing confidential information.
- Dealing with inspections from examinations agencies, liaising with Quality Nominee with regard to BTEC quality assurance processes.
- Malpractice management.
- Dispatching scripts.

- Results – processing and distributing results, managing enquiries about results and appeals, access to scripts, declining grades and late aggregations, certificates (storage and distribution).
- Familiarity with, and following of, published Exam Conduct procedures
- Point of contact with Awarding Bodies
- Manager of timetables for exams
- Recruiting, training and managing a team of casual examination invigilators

Cover – To manage the lead cover supervisor in their role of allocating cover staff for day to day absences including cover supervisors and supply.

- To ensure that cover is planned for, including sickness, planned and emergency absences.
- Maintain staff attendance register and inform business manager of any absences.
- Organise room changes and free room bookings.

SIMS/Data – Responsible for the comprehensive administration, development and analysis of data related information for the school. To lead and manage allocated staff to ensure duties itemised below are carried out effectively.

- Administration of a student assessment tracker system (SIMS), plus individualised subject level grade component sheets, advising staff on usage and information extracted from the system and associated packages such as SISRA.
- Collate and analyse information providing management/staff with reports as scheduled or requested
- Organise audit of data at regular intervals and highlight where corrective action is needed
- Use SIMS to record internal assessment and produce reports to parents
- Provides pupil progress and tracking data to departments and senior leadership team
- Processing and analysis of student data
- Liaison with the school's IT team ensuring any system issues are resolved promptly and relevant software upgrades are processed
- Lead the administration staff in the maintenance of the pupil database, planning for the admissions procedure and smooth transfer of records to the school's system
- Attend relevant training provided to keep abreast of developments in data related administration
- To collate and produce reports on academic progress for all students as per the ARR policy
- To work pro-actively with subject leaders and other new and existing staff to assist teachers in using performance data to raise standards and improve equality of opportunity
- To be responsible for the production of the census return
- To work closely with the Senior Leadership Team and be innovative in creating and developing ways of using data to enhance student outcomes
- To be available in mid-August and September for the publication of external publication results and the subsequent appeals process

KNOWLEDGE AND SKILLS

- Excellent computer skills including detailed knowledge of Excel
- Thorough knowledge of the school's MIS system and the ability to effectively prepare and manage the school's data related information and statutory returns
- Ability to analyse information provided in order to advise the Senior Leadership Team accordingly
- To possess excellent inter-personal skills and demonstrate strong management to maximise staff resources and service delivery

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

Data - Person Specification

Qualifications	1. NVQ level 3 or above qualification (or equivalent) in a relative field 2. Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	Essential Essential
Experience	1. Experience of data analysis 2. Experience of data security policy and procedure 3. Experience of data protection policy and procedure 4. Experience of working with children 5. Experience of working in a relevant classroom/service environment 6. Experience of Administrative work 7. Recent experience of undertaking a similar role 8. Experience of developing and implementing new systems	Essential Essential Essential Desirable Desirable Desirable Desirable Desirable
Knowledge and Skills	1. Detailed knowledge of ICT applications including Microsoft Excel 2. Knowledge and skills in using bespoke software – CMIS 3. Knowledge of VB Script/SQL 4. Knowledge in data security 5. Knowledge of the concept of confidentiality 6. Ability to work independently, using own initiative 7. Ability to present complex information in an accessible way for non-specialists	Essential Desirable Desirable Essential Essential Essential Essential
Personal Qualities and Attributes	1. Energy, drive, commitment and enthusiasm 2. Evidence of a commitment to your own professional development 3. The ability to work collaboratively as a member of a variety of teams. 4. The capacity to work well under pressure, remain calm, and to cope with the unexpected. 5. Reliable, honest and trustworthy. 6. A willingness to commit to the school's vision and to 'go the extra mile' in order to achieve it. 7. A commitment to equal opportunities. 8. A commitment to safeguarding and promoting the welfare of children and young people.	Essential Essential Essential Essential Essential Essential Essential Essential