



The Gainsborough
Academy
'High Expectations'

The Gainsborough Academy Job Description

POST TITLE

Data Manager

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SCALE

SC7, Point 17 (£27,270) pro rata based on a 37.5 hour week / 41 week contract (Pro-rata salary £24,519)

PURPOSE OF THE JOB

To manage and maintain data assessment and reporting systems / procedures to analyse and monitor internal performance data.

RESPONSIBLE TO

Assistant Principal

RESPONSIBLE FOR

Timetable Officer
Data Officer

The Gainsborough Academy recognise and value continued professional development and as such training opportunities will be made available as appropriate.

EMPLOYMENT DUTIES

JOB DESCRIPTION

1. Be fully conversant with the use of assessment based software including the following:
 - SIMSnet - in particular report writer and NOVA – T as far as generating data sets are concerned.
 - Assessment Manager – importing and exporting data to and from assessment manager. Maintaining the structure of the assessment manager files and ensuring that databases are updated and monitored on a regular basis to ensure accuracy and completeness.
 - Performance analyser – be fully conversant with the scope of this module in terms of analysing student profiles and reporting to governors and other public authorities as and when requested both formally and informally.
 - Microsoft Excel – in particular the development of spreadsheets to support the analysis of data, the use of formula, import and export routines, mail merge functionality, presentation and generation of data in a graphical format as well as mathematical analysis tools.
 - Microsoft access – in particular the use of tables and query design to implement, maintain and develop our current administration of parents' consultations as well as any future use to improve the effectiveness of our administration or data analysis. Import and export routines and mail merge functionality.
 - Microsoft word, PowerPoint and publisher in so far as the presentation of data in an accessible format is required.
2. Liaise with SLT on the structure of assessment/performance manager.
3. Analyse the recorded data sets as appropriate and as requested to support teaching and learning in the school. In addition, monitor the request for data sets and ensure the most effective exchange and presentation of data takes place.
4. Organise the collection, collation and publishing of the school's internal assessment information and ensure regular analyses of the school's internal assessment systems.
5. Produce an analysis of the school's external assessment results for statutory reports and other informal presentations including but not limited to annual report to governors, statutory reporting of Teacher assessments at Key stage 3, annual analysis of exam results for the head and staff.
6. Provide technical support for all staff on the information and data management systems.
7. Represent the assessment team at internal school meetings either through membership

of a particular team or by invitation where the agenda relates to assessment.

8. Liaise with primary schools for the impact of data via common transfer.
9. Be responsible for the organisation and delivery of staff training in the effective use of the information and data management systems and the interpretation of school, local and national data.
10. Ensure data is available to staff when requested
11. Raise online administrator
12. Arrange the effort photos for appropriate students; students who are Number 1, Top 10 and Top 20.
13. Prepare the effort certificates using SIMS
14. Oversee the collation and distribution of effort letter using SIMS
15. Oversee the preparation of the effort photos
16. Oversee the collation and distribution of Progress Reports
17. Maintain the effort award displays
18. Maintain the Data Collection display in the SLT Office
19. To assist with general housekeeping duties to include: filing, photocopying and post

To undertake any other duties and responsibilities as reasonably requested by the management.