



TREVELYAN MIDDLE SCHOOL – Job description

Job title	Data Manager
Pay and conditions	Salary: UCET Grade 5, Range 22 - 26 Term Time Only (38 weeks) plus 2 days 37 Hours per week: Monday to Thursday: 8:30am – 4:30pm, Friday: 8:30am – 4:00pm; 30 minutes for lunch (unpaid)
Line Managed By	Assistant Headteacher
Notice Period	13 weeks

JOB PURPOSE

- Contribute to the overall ethos, work and aims of the Trust
- Develop and maintain an effective data management system, which is regularly reviewed to ensure that the school's needs are met
- Maintain and update information held on the school's database systems including archive files and historical data
- Collect data using SIMS for reporting purposes
- Obtain all required information relating to both staff and students; and the provision of accurate data required for the completion of returns including those from the local authority, DFE and other stakeholders
- Oversee the production of student reports as per school calendar and other requirements such as annual reviews and target setting
- Complete and provide information and statistics regarding student attendance & punctuality as required by the school, local authority and DFE
- Carry out start of year and end of year procedures (SIMS)
- Create the school timetable structure in SIMS and make any necessary changes throughout the academic year
- Liaise with relevant staff to obtain information required in relation to the timetabling cycle
- Ensure that school timetable information and changes are inputted and timetables printed off as required

KEY AREAS OF IMPACT

Main Duties and Responsibilities:

Operational

- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
- Be responsible for the production and return of the termly School Census and annual School Workforce Census
- Maintain and update information held on school databases including changes to student and staff rolls, address and contact information, timetable changes, behaviour, assessment and examination data
- Organise the processing and inputting of data received at annual admission periods such as primary / secondary transfer
- Organise the administration of the SATs testing in Key Stage 2
- Import and export CTF files for starters and leavers
- With support from the Network Team, ensure data is safely transferred when database systems are introduced and / or changed



- Assist in the production of student reports including the setup of assessment definitions and mark sheets for the collection of data
- Provide instructions and /or assist teachers in the entry of data and liaise with them in relation to missing student data
- Import and match data from the local authority, DfE and external agencies and different databases
- Be responsible for the autumn data checking exercise
- Input school timetable information and changes including enrolling students and printing off timetables
- Liaise with other schools in order to follow up missing student data
- Set up and maintain archive files and historical data as well as carrying out specific download requests for data
- Import and match data from the local authority, DfE and external agencies and different databases
- Ensure that data protection regulations are complied with and maintained
- Design user friendly reports to meet the needs of the school
- Contribute to the evaluation and development of the effective use of data within the school and make recommendations to Line Manager, Leadership Team and the Governing Body
- Report technical faults relating to the school database systems and equipment to the Senior ICT Technician/Network Manager following school reporting procedures, and to track progress of resolutions
- Invigilate school and public examinations as required
- Maintain and update information held on school database systems relating to assessment and behaviour
- Set up and maintain archive files and historical data relating to assessment, examination results and behaviour
- Input examination entries and results into school database systems as required
- Co-ordinate the collection, entry and extraction of data required to ensure statutory returns, which are relevant to the area, are completed accurately and within deadlines
- Establish in liaison with Line Manager contingency plans for data management in case of emergencies including system faults and equipment damage
- Maintain an up to date and current school timetable throughout the academic year
- Input information and changes to individual class, room, teachers and / or student timetables throughout the academic year on SIMS and FLiC
- Maintain an up to date copy of the timetable, which would be accessible in case of system failure
- Liaise with the ICT Technicians regarding necessary and forthcoming upgrades to timetable software to ensure that these are action as required
- Research possible timetable options providing information and advice to appropriate staff when planning the timetable structure
- Advise Line Manager, Senior Leadership Team and the Governing Body on matters relating to the timetable options, arrangements and issues
- Be the main point of contact for any problems that may occur in relation to the timetable including day-to-day issues

Administrative

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including examination entries, returns and reports
- Take in minutes/notes in meetings and circulate necessary information as per agreed procedures
- Process, input, extract and analyse information from school's database system(s) as required
- Collate information, statistics and prepare reports as required by Line Manager, Principal and the Governing Body



- Maintain manual and computerised records and filing systems
- Deal with correspondence promptly and as required
- Run all reports for parents ATL/FLiC
- Run attendance reports to support Head of Year/EWO
- Provide administrative support for the attendance process e.g. creating & sending attendance letters, liaising with the EWO, contacting parents if required
- Log behaviour points and behaviour tracking
- Produce data for Headteacher reports
- Input staff absence data into SIMS

General

- To cover reception as required
- To attend relevant meetings and training sessions
- To arrange and give training sessions to staff and governors to ensure that they are aware of procedures and regulations
- To seek, consider, and act upon professional support and advice as required
- To attend school events as required
- To assist in escorting students on educational visits and to participate in extra-curricular activities as required
- To cover for absent colleagues as directed
- Provide an effective first aid service when required to staff, students and school visitors at Trevelyan Middle School as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
 - Making accurate and appropriate recordings of all first aid cases
 - Contacting parents as required
 - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
 - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary

SAFEGUARDING

Upton Court Educational Trust committed to safe-guarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

ADDITIONAL DUTIES

- Play a full part in the life of the school community, to support the school ethos and to encourage staff and learners to follow this example;
- Actively promote school policies;
- Sustain professional development in agreement with line manager;
- Actively engage in the staff review and development process;
- The conditions of employment for school teachers specify the general professional duties of all teachers; the professional standards for teachers at the relevant level are applicable;
- Undertake any other duty as specified by school teachers' pay and conditions of service not mentioned in the above.

ADDITIONAL NOTES



Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Executive Principal to reflect or anticipate changes in the job commensurate with the grade and job title.