

## Data Manager – Job Description

**TITLE:** Data Manager  
 Permanent, Term Time Only + 1 week  
 37 hours per week,  
 NJC 5 £21,074 to £23,111 (actual £17,863 to £19,945)

**POST REPORTS TO:** Deputy Headteacher

**POST RESPONSIBLE FOR:** Data, Assessment and Exams Assistant  
 Data, Assessment and Exams Clerical Assistant

### MAIN PURPOSE OF THE JOB

- To provide an efficient and effective Assessment and Data support service for the Headteacher, Senior Leadership Team, staff, students and parents/carers of the school.
- To effectively manage the Schools Information Management System (SIMS).
- Supporting Teaching and Learning by interpreting and analysing trends and highlight fluctuations in performance to appropriate colleagues.
- To work with SLT, Middle Leaders and those with responsibility for year groups and sub groups to identify gaps in progress and attainment for groups, sub groups and individuals.
- To keep up to date with changes in curriculum, examinations and measures that impact on the local and national environment and to inform SLT of any significant changes

### DUTIES AND RESPONSIBILITIES

#### Data and Assessment Administration and Reporting

- To support the member of the SLT responsible for Curriculum in order to provide an efficient and effective Data, Assessment and Reporting service to school.
- To respond to appropriate requests for data and information enquiries as requested by SLT, Governors, Staff and external bodies.
- To provide performance data and reports as requested by SLT.
- Ensure target setting data is maintained, updated and disseminated
- To accurately complete statutory returns in accordance with Department for Education (DfE) and Local Authority guidelines.
- To provide support, instruction and ad-hoc training to staff to assist them in accessing data in SIMS, 4Matrix and any other data tools available.
- To assist in effectively managing student pastoral and academic data in SIMS.
- To update and maintain 4Matrix for data analysis and monitoring – to anticipate future data needs and ensure that data and analysis is in line with changes to assessment.
- To make use of external data systems such as FFT Aspire, etc.
- Create bespoke reports in SIMS to support teaching and learning.
- To be responsible for the development and production of student Gradebooks.
- To develop and provide student performance data for analysis, manage the creation and maintenance of grade sets, mark sheets and report templates for the collection and distribution of data.

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**A place of excellence where learners are proud of their school and confident of success**

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- Notify staff of any assessment requirements and dates to ensure that deadlines are maintained.
- To provide data analysis to Middle and Senior Leaders as required to support their roles
- To manage and coordinate reading age data.
- Ensure the Y7 intake's KS2 and baseline data is complete and accurate and disseminated to appropriate colleagues.
- To ensure accuracy and attention to detail at all times.
- Attend data manager meetings organised by LA to keep abreast of current issues

### **SIMS**

- To effectively manage the SIMS administration network
- To provide support and training to all SIMS user and improve the use of SIMS by staff generally.
- To liaise with service providers and the school Network Manager to ensure the effective development and optimum use of the SIMS applications
- Manage system permissions, issuing passwords and ensuring all staff have correct access to the information management system.
- Develop the use of SIMS Assessment Manager, Profiles and Behaviour Modules and support staff in their day to day use of the system.
- Develop the use of other software applications to facilitate operations for example SIMS Discover and MINTclass.
- Ensure that all student information is up to date and accurately recorded on SIMS working with and through others.
- To ensure all DfE and Local Authority statistical returns are accurately completed within stated deadlines.

### **Timetable**

- Support the timetabler in the development and production of the whole school timetable.
- Prepare a new academic year calendar in SIMS.
- Promote students into the new year structure incrementing their curriculum years.
- Ensure and manage the smooth transition from one academic year to the next with all sections of SIMS.
- Set up and maintain registration groups, allocate student memberships and Form Tutors
- Update and apply periodic and casual changes to courses, teachers and rooms.
- Ensure the smooth transfer of data between Nova-T – assessment Manager – Academic Management – Lesson Monitor.
- Responsible for managing entry into the Academic Management in SIMS.

### **Social Media**

- In conjunction with SLT to review and maintain an accurate and up to date content of the website, having a clear understanding of the statutory requirements.
- To update the website as required, removing all out of date content and quality assuring any new content.
- To review and advise on the school Twitter account

### **General**

- To have due regard for data protection, confidentiality and Health & Safety policies.
- To plan, organise and carry out work to strict deadlines including prioritisation of the department's workload referring queries as necessary to the member of SLT responsible for Curriculum or the Business Manager as appropriate.
- To undertake appropriate training as required.

- To take part in the annual professional development reviews for support staff being aware that job descriptions are subject to regular review.
- To undertake any other duties which may be assigned to the post from time to time as directed by the Head teacher.

### **Contacts**

#### **Regular:**

Headteacher, Senior Leadership Team, Middle Leaders, Teaching Staff, Support staff, Students, Parents/Carers, Exam invigilators.

#### **Occasional:**

Local Authority staff, other educational establishments, external agencies, awarding bodies, visitors.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

