

Purpose of the role

- Responsible for the management of whole school systems for performance analysis and school improvement, from EYFS through to post 16 qualifications.

Main duties and responsibilities

- Providing access for staff (including ITT), to various online packages (Bromcom, FFT Aspire, SISRA, others as necessary).
- Advise and lead SLT and Middle leaders on the use of data to improve subject and cohort performance.
- Act as the key organisational leader of Bromcom assessment sheets and SISRA.
- Work with the Deputy Heads on producing the whole School Calendar and Assessment, Recording and Reporting schedule. Timetable & Curriculum Management.
- Assisting with the options processes (GCSE and A-Level).
- Co-scheduling whole school timetable on Bromcom.
- Day - to - day management of school timetable.
- Academic management (students & class memberships) - Bromcom Assessment; and Improvement.
- Producing individual aspirational student targets using national data, including Fischer Family Trust.
- Oversee data collection processes, checking for completion, advising key leaders of incompleteness, reviewing processes regularly.

Reporting:

- Administer processes for reporting key information to meet statutory requirements to parents via Bromcom.
- Overseeing the creation of internal progress / behaviour reports and creating relevant analysis for learning community / subject staff to use to inform appropriate intervention.

Performance Analysis:

- Providing ISDR information to SLT members and responding to arising issues.
- Ensuring key leaders can analyse external attainment and progress data (EYFS, KS1, KS2, L2 / L3 qualifications), producing Subject Impact Summaries in a timely and appropriate way, creating relevant analysis from FFT / SISRA.

External Relationships:

- Liaising with external assessment agencies. (e.g. DfE data checking, CAT, FFT, Bromcom).
- Completing necessary returns for LA and other statutory requirements.
- Completion of PLASC, CES annual census, Pupil Data Level Collection, Termly Census.

Data Manager

Role Profile

- Course management and school census, especially Sixth Form course memberships & exam results for YPLA funding purposes.
- Produce scheduled and on-demand reports as required for SLT, Heads of Learning Community and mentors regarding attendance and lateness.

Other Duties

- Break / Lunch duties as per school policy.
- Assist the Examinations Officer in the organisation and management of internal and external assessment and examinations.

Plus, any other duties as may be reasonably requested by the Headteacher to reflect the changing needs and circumstances as the school develops and grows.

Person specification		
	Essential	Desirable
Educational Achievements, Qualifications and Training	<ul style="list-style-type: none"> • Good standard of education, to at least Qualifications and Credit Framework Level 3 	
Job Related Knowledge/Aptitude /Skills	<ul style="list-style-type: none"> • An ability to manage oneself within a busy office environment • An ability to deal with a range of complex issues including analysing and evaluating needs and making decisions • An ability to communicate effectively verbally and in writing • An ability to work independently and as part of a team • An ability to show initiative in a range of situations • An ability to interact positively with pupils, parents, colleagues and visitors to the school • An ability to use information technology • A respect for the need for confidentiality 	
Experience	<ul style="list-style-type: none"> • Experience of working in an educational setting preferably dealing with pupil data including admissions, attendance and assessment • Experience of administration within an office environment • Experience supervising and directing staff • Experience of working with computerised database systems and analysing and reporting information 	<ul style="list-style-type: none"> • Experience of using an MIS such as Bromcom • Experience of uploading school assessment data onto evaluative tools such as SISRA or ALPs

Data Manager

Role Profile

	<ul style="list-style-type: none">• Experience of importing and exporting data to and from MS Excel.	
Personal Qualities	<ul style="list-style-type: none">• Confidence, warmth, sensitivity, reliability, and enthusiasm• Good interpersonal skills• A commitment to parental, community and Governing Body partnership	
Equal Opportunities	<ul style="list-style-type: none">• An understanding of and willingness to comply with the Federation's Equal Opportunities Policy	