

<b>Post Title</b>	Data Manager
<b>Post Ref No</b>	ADMINDM
<b>Responsible To</b>	Deputy Headteacher
<b>Grade</b>	Grade 9

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To be responsible for the management of the school's management information system, and for the organisation of data and production of data reports.</li> </ul>
<b>Organisational</b>	<ul style="list-style-type: none"> <li>The input and management of data for students, including: options; class lists; all marksheets; key group information.</li> <li>Perform set up tasks for each academic year; and to manage the transition from one academic year to the next and the smooth transfer of data between key aspects of the school's management information system (e.g. Timetable; Assessment Manager; Lesson Monitor).</li> <li>Work with the Senior Leadership Team to build the new timetable in NOVA-T in preparation for scheduling.</li> <li>Maintain staff and student timetables throughout the academic year.</li> <li>To work with the Exams Officer to ensure Assessment, Exams and Course Manager database content are managed accurately.</li> <li>To support the management of the school's assessment and progress tracking system including the capture of grades from teaching staff and to support the population of the trust's central data analysis tool (SISRA).</li> <li>To support the Senior Leadership Team in developing and maintaining a consistent approach to subject reporting across the whole school.</li> <li>To ensure that all annual student admission groups and in-year student transfers have relevant information, (for example; SEN status, eligibility for Free School Meals and Pupil Premium and FFT targets).</li> <li>Ensure that the School Census, as required by the DfE, is prepared, accurate and submitted on time including the Post 16 learning aims or programmes of study submitted with the census return.</li> <li>To maintain oversight of the systems and processes used in reporting to parents, including the building of relevant marksheets to support the reporting process.</li> <li>To ensure that all reports are sent out to parents; as well as being linked to the database for staff access.</li> <li>To maintain FFT Aspire database as required.</li> <li>To support the development of data and reporting systems across the whole school as required.</li> <li>To produce requested data and reports on all aspects of the school when required in the manner it has been requested.</li> <li>To support the whole school awards system through amendments and inputs to SIMS.</li> <li>To work with all staff to ensure SchoolCloud is set up and administered to deliver an efficient parents evening.</li> <li>To support the Admin team by producing the documents as required e.g. class and medical summaries.</li> </ul>

<b>Administration</b>	<ul style="list-style-type: none"> <li>• To provide administrative and other support as required including cover on reception and other areas under the direction of the Admin Team Leader.</li> <li>• Manage manual and computerised record &amp; information systems.</li> <li>• Analyse and evaluate data (that is often complex) and produce reports/information/analysis as required.</li> <li>• Undertake typing and complex IT based tasks as necessary.</li> <li>• Provide personal, administrative and organisational support to other staff.</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• Operate relevant equipment and ICT packages.</li> <li>• Provide advice and guidance to staff, students and parents.</li> <li>• Undertake research and obtain information to inform decisions in relation to subjects and the curriculum.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of and support difference and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Establish constructive relationships and communicate with other agencies/professionals.</li> <li>• Attendance at Staff Briefings, Staff Meetings etc where appropriate.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Other duties as required in support of the school within the scope of this post.</li> <li>• Share expertise and skills with others.</li> </ul> <p>Recognise own strengths and areas of expertise and use these to advise and support others.</p>

	Essential	Desirable
<b>Qualifications/Training (Competencies)</b>	<ul style="list-style-type: none"> <li>• Candidates will hold appropriate academic qualifications, at least 5 A*-C GCSEs (including English &amp; Maths) or equivalent, or be able to demonstrate competency through proven experience in a similar role.</li> <li>• Candidates will hold appropriate ICT qualifications (to at least RSA II level) or good keyboard skills or be able to demonstrate competency through proven experience in a similar role.</li> <li>•</li> </ul>	
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Candidates will have relevant experience in a similar environment or appropriate qualifications.</li> <li>• Candidates will have demonstrable understanding of database technology.</li> <li>• Candidates will be well-organised and capable of working on their own initiative to a high level of accuracy and presentation.</li> <li>• Excellent prioritisation and time-management skills and the ability to work effectively and efficiently within set deadlines and timescales.</li> <li>• To be very responsive to the school's and the students' requirements and be able to manage workloads and timescales accordingly.</li> <li>• Extensive experience of MS Word &amp; Excel (to at least MSOffice 2003) is essential.</li> <li>• Candidates should have excellent inter-personal skills and be able to communicate effectively with a wide range of people.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience of working in an educational establishment.</li> <li>• A qualification in MS Office or similar packages will be an advantage.</li> <li>• Good working knowledge of the assessment and reporting modules within SIMS.net e.g. Assessment Manager, Profiles.</li> <li>• Good working knowledge of SIMS reports.</li> <li>• Significant experience of assessment, recording and reporting in an educational environment.</li> </ul> <p>Experience of NOVA-T.</p>

<b>ADDITIONAL INFORMATION</b>	<ul style="list-style-type: none"> <li>Occasional attendance at meeting outside of normal hours.</li> <li>It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation. All external appointments are subject to Cumbria Education Trust's standard probation periods and assessment.</li> </ul>
<b>SAFEGUARDING</b>	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>

## Our Academies:



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