

Southfields Academy
Job Description

Job Title: Data Manager (Full Time or TTO)

Reporting to: Senior Data Manager

Hours: 35 per week

Grade: Scale 5

Main Purpose of Post:

To be responsible for the management of whole Academy data, including student records, assessment data and admissions data, and to support the daily operations of the MIS.

Student records:

- Enrol and off-roll students on the MIS, including the transfer of student data between external sources/paper sources and the MIS.
- Liaise with Year Heads and other relevant staff to ensure all information on students is complete.
- Import/export CTF files and use the Secure Access website to download data.
- Create paper files for enrolled students.
- Provide student details for inclusion in the weekly bulletin.
- Send letters home reminding parents when the FSM is about to expire at the end of the month. Update the FSM status of students including submissions to Wandsworth and receipt of information from Wandsworth. Archive forms.

Data Management:

- Daily check of operation of MIS. Managing passwords for CMIS and e-Portal; assigning rights in line with Academy policy. Logging and following up problems as required by Senior Data Manager (SDM)
- Prepare progress analyses for each year group as required by the Academy's assessment calendar.
- Analyse performance in public examinations and prepare reports and presentations for different audiences.
- Prepare analyses of behaviour and attendance as needed.
- Enter data in MIS as required to enable the Academy to ensure that internal records and reporting, and statutory reporting to DFE, are effective, timely and accurate.
- Produce internal and external reports as required, including SWFC and SLASC.
- Manage the production of school reports, their storage, and IEAP days, according to the assessment calendar.
- Prepare situation reports for SLT, HODs and Year Heads as needed.
- Export, import and disseminate data analyses as needed from external sources such as ALIS, Fischer Family Trust and 4-Matrix.
- Ensuring that public examination access arrangements for students are assigned and implemented.
- Through the Learning Record Service, to allocate ULNs to all students, and comply with any other requirements about student identification.

General Duties

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
- To participate in performance reviews.
- To perform any other duties which are commensurate with the grade of the post.

Any other duties assigned by the Principal/Headteacher commensurate with the grade of the post.

Signed: Postholder Name

Line Manager Name

Date

PERSON SPECIFICATION:

Skills:

- Excellent ICT skills, particularly with the use of excel spreadsheets and including the ability to become familiar with new applications and systems quickly.
- Excellent analytical skills, including statistical analysis and interpretation of data.
- Rigorous attention to detail, numerate and accurate with the ability methodically to process large datasets.
- High quality written and oral communication skills.
- High degree of flexibility.
- Willingness to take on new IT projects as required by the Academy

Knowledge:

- Knowledge and experience of school data and MIS in a school
- Knowledge of and commitment to the Academy's Equal Opportunities policy.
- Knowledge of and commitment to current Data Protection Laws and policies.

Qualifications:

- Minimum level 3 qualifications, preferred degree level qualification.