



JOB DESCRIPTION for DATA MANAGER

SALARY RANGE:

JFS Pay scale SO1 – PO1, Scale 23 – 31 : £31,434 - £36,486 per annum

PURPOSE OF POST

To play a lead strategic role in ensuring that the School's Management Information System (MIS) is used efficiently and effectively to support the administration of the School and the progress of our students by the effective use and communication of data.

LINE MANAGER

The postholder will formally be responsible to a member of the Senior Leadership Team (SLT).

CORE RESPONSIBILITIES

1. Lead and implement the strategic development of our MIS (currently SIMS and PARs) while responding to JFS' and national requirements.
2. Lead in the delivery of regular reporting, analysis and impact of student assessment, attendance, behaviour and achievement to stakeholders.
3. Lead the continuing development of efficient systems for the use of data to assess students' attainment and progress and disseminate this information effectively throughout the school community for a range of audiences.
4. Promote the effective use of ICT systems to support the administration and curriculum of the School.
5. Line Management and wider school responsibilities
6. Make appropriate checks to ensure that all FSM, FSM6 and pupil premium students are identified and recorded appropriately in the school MIS.

ASSOCIATED RESPONSIBILITIES

1. Lead and implement the strategic development of our MIS (currently SIMS and PARs) while responding to JFS' and national requirements.
 - 1.1. Lead in the use of the School's MIS, in order to maximise the effectiveness and efficiency in all aspects of its use, liaising with the Facility Management ICT team and/or the MIS provider, as appropriate.
 - 1.2. Develop and implement strategic plan to enable the data needs of the School to be met proactively rather than reactively.

- 1.3. Work with and support colleagues in HR, admissions, examinations and central office to maintain up-to-date student records, contact records and staff records as appropriate.
- 1.4. Oversee the completion and submission of relevant statistical returns (e.g. the termly School Census) to the Department of Education (DoE), the Local Authority and other bodies, in a timely manner.
- 1.5. Lead in the maintenance, administration and development of SIMS and other add on applications for example: Intouch, Options, SAMs, PARs, Insight, SMHW.
- 1.6. Manage staff access and permissions on school central resources.
2. Lead in the delivery of regular reporting, analysis and impact of student assessment, attendance, behaviour and achievement to stakeholders.
 - 2.1 Take responsibility for the development, production and analysis of analysis, overview and trends documents for Achievement, Behaviour, Attendance and Attainment.
 - 2.2 Prepare and disseminate subsequent analysis to meet the needs of Governors, Senior Leadership Team, Middle Leadership Team, teachers, tutors, parents and students.
 - 2.3 Monitor and plan for developments arising from the national agenda for assessment data and changes in assessment at all key stages and implement actions accordingly.
 - 2.4 Lead the management of the annual cycle of recording student assessment, including data entry by teachers, termly individual reports to parents, annual reports, mock examinations.
 - 2.5 Lead the on-going development of internal assessment and analysis to assess, record and report on student progress, taking into account new accountability measures and assessment models.
 - 2.6 Assist in the development of on-line software applications and reporting to parents
 - 2.7 Assist SLT with the tables checking exercise
3. Lead the continuing development of efficient systems for the use of data to assess students' attainment and progress and disseminate this information effectively throughout the school community for a range of audiences.
 - 3.1 Lead and develop the existing systems which use data to assess students' attainment and progress (including, but not limited to, SISRA data assessment software, ALPs, SIMs discover).
 - 3.2 Ensure the dissemination of relevant data to students, parents, teachers, external and other audiences (e.g. the Local Authority, DfE, etc.), as appropriate.
 - 3.3 Lead and support in the interpretation of data and help provide analysis for a variety of audiences, in order to identify patterns in students' attainment.
 - 3.4 Enable and assist with the training of colleagues and students in the use of externally-provided data (e.g. 'CATs, MidYIS, ALPS and ASP.)
 - 3.5 Lead the continuing development and improvement of assessment systems, liaising with the relevant member of SLT.

3.6 Input, produce, analyse and manage internal and external data, including designing and producing reports and responding to queries for the school.

4. Promote and enable the effective use of ICT systems to support the administration and curriculum of the School.

4.1 Develop and sustain a training programme for colleagues across the School, as appropriate, developing clear documentation to assist other colleagues in their use of the School's systems.

4.2 Advise and implement ways in which the existing ICT systems can better support the administration of the School.

4.3 Advise and implement ways in which new hardware and software can support the effective use of ICT for school administration.

4.4 Lead in the development of more effective and graphical ways of presenting information to support school self-evaluation for school staff and Governors, as required.

4.5 Oversee the production of Workforce Census and assist the HR team with Attendance Management for Staff and similar issues as relevant.

4.6 Make in year changes and amendments to the timetable

5. Line Management and wider school responsibilities

5.1 Have oversight and accountability for the work of the Data Administrator.

5.2 Meet cover supervisors to distribute daily schedules and SIMs/school log in information

5.3 Assign and allocate cover when the school systems director is absent.

5.4 Support with the dissemination of external exam and internally assessed coursework results and baseline data

NOTES

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description may be varied to meet the changing demands of the School at the reasonable discretion of the Head teacher.
- There may be occasions when it will be necessary to cover other Administrative roles within the School or to work with the administrative team when there are peaks and pressing issues.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- The School 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.
- Undertake additional administrative duties as part of the School's Administration Team and assume other duties which may reasonably be required or delegated by the Head teacher, from time to time

- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risk to the safety or welfare of children in the School, s/he must report any concerns to the School's Child Protection Officer.
- The School 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.
- The post-holder may deal with sensitive material and should maintain confidentiality in all School related matters.

The job description will be reviewed regularly and may be subject to modification or amendment at any time, after consultation with the postholder.

Signed:_____

Date:_____

Name (*in caps*):_____