

Job Description: Data Manager

Post Title:	Data Manager
Contract:	Full Time – Permanent – 52 Weeks (All Year Round)
Working Time:	Monday – Friday, 37.5 hours per week (some flexibility required)
Salary:	Band 4 Management - £36,035 - £45,432
Department:	Support Staff
Conditions of Service:	United Learning Contract
Line Manager:	Vice Principal – Quality of Education

Purpose:

- To manage and maintain the school Management Information System (MIS)
- To manage the collation of all in school data
- To maintain the school, timetable each year.
- To support the leadership in maintaining the school timetable
- To collate the school census returns

Areas of responsibility:

- Manage and maintain the school Management Information System (MIS) and ensure all staff have access to registers, mark sheets and pupil data as required by their role.
- Manage the collation of all data relating to pupil behaviour and attendance, progress and performance in the school to include, but not limited to, running and developing the school assessment system.
- Maintain the school timetable each year.
- Collate the school census returns.
- Support for data relating to examinations.
- Work closely with the senior leadership team to provide any necessary data requirements.
- Download CTF's for all admissions, including In Year Transfer.

Key tasks:

- Set up the new academic year in the school MIS.
- Set up mark sheets in the school MIS for the start of each academic year to ensure all staff have access to registers, mark sheets and pupil data as required by their role.
- Ensure new pupils' data is accurately imported into the MIS and made available to staff.
- Maintain the data on all pupils, updating information at the start of the year and throughout the year as required.
- Support all members of staff in importing and exporting the data held in the MIS as required.
- Prepare for, open, monitor and check the school's data collection cycle for each year group, as detailed on the school's assessment calendar.
- Ensure all staff have entered data as required for each data collection cycle.
- Ensure that all required data is submitted to the relevant people as directed.
- Prepare reports for the pupils following each data collection cycle.
- Ensure heads of faculty and the leadership team have the necessary data to analyse and act on the assessment information recorded.

- Discuss the school's assessment processes with the Vice Principal responsible for data and make any necessary changes to develop the current system.
- Ensure other data required in the school can be collected effectively and efficiently using the school's MIS.
- Use Fischer Family Trust data alongside students' KS2 results and department's baseline testing to set appropriate targets for all pupils in the school.
- Maintain the school's system of initial targets and (raiseable) targets for each pupil in the school.
- Work alongside and meet regularly with the senior leader responsible for coordinating the school timetable.
- Manage and utilise the school's timetabling software in order to produce a timetable each year that is fit for purpose, under the supervision and leadership of the deputy head teacher.
- Ensure all pupils and staff are issued with their timetables before the start of the academic year and after any changes that affect them.
- Set up the options process in the school MIS.
- Collate and input the pupils' option choices.
- Produce appropriate data for the leadership team to enable choices to be made concerning the type and number of option groups to be run in the next academic year.
- Continue to maintain and report on the options database during the options process.
- Manage the school census returns, ensuring that all highlighted errors are corrected, and all data files are checked by the appropriate member of staff in school.
- Attend appropriate training and data manager network meetings to ensure knowledge concerning all necessary aspects are kept current.
- Work with United Learning data team to meet all UL data return deadlines.
- Support with preparing data for target setting process.
- Update MIS with NGRT + MidYis data following assessment including for In Year Transfer.
- Maintain data in 4 Matrix.
- Support with staff training for all data software.
- Produce parental reports for both academic and pastoral, as per school calendar.

General duties and responsibilities

- To carry out other duties as may be reasonably requested.
- To safeguard the welfare of children.
- To report risk to a member of SLT.
- To keep the Vice Principal – Quality of Education fully informed of all matters that they are involved in and initiatives they undertake.
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.
- To work in accordance with all school procedures and policies, to adhere to the school's professional code of conduct for staff and quality standards for all staff including smart dress code.
- To actively support school ethos, vision, and related Initiatives.
- Ensure compliance with Data Protection Regulation.