

**JOB DESCRIPTION**

**Job Title:** Data Manager for Liphook, Worthing and Horsham

**Location:** Bohunt Worthing

**Responsible to:** Trust Lead for Data

**Liaises with:** AHTs for Performance

**Job Purpose**

To input and maintain data onto the school information systems (SIMS and Bromcom) to the highest standard of accuracy to ensure the integrity of the data held and to support present and future teaching and learning needs. To work with the Trust Lead for Data and Assistant Headteachers for Performance to generate data for school self-evaluation, tracking of student progress, analysis of school performance and providing staff with relevant, up to date and robust information on students

**Main duties**

**Bromcom**

* Work with the Headteacher of Bohunt Horsham and the Trust Lead for Data in the installation of Bromcom
* Help to deliver Bromcom MIS training to all staff at Bohunt Horsham

**Student Data Management**

* Maintenance of Assessment Manager marksheets to allow school staff to access relevant student performance data
* To create additional assessment marksheets as appropriate and requested by staff
* Maintenance and production of accurate class lists to facilitate the smooth running of the school on a day to day basis
* On a regular basis to check and maintain up-to-date students contact details.
* To assist with changes to student, staff and whole school timetable changes to ensure that students are in the correct classes and staffs has correct data and information.
* Input and maintenance of academic and non-academic data within the management information system (SIMS and Bromcom)
* Input and maintenance of all aspects of accurate student data in SIMS including inputting personal details
* Maintenance and generation of reports, at specific points in the year. Co-ordination of the report checking process to ensure that deadlines for reporting are met and that reporting to parents displays accurate data.
* To ensure the integrity of the data held by the school by overseeing the updating of student data in a timely fashion
* To assist with the data entry of specific data that is essential to the school curriculum.

**Tracking and analysis**

* Provide relevant attendance, behaviour and achievement data to key teaching staff.
* Provide the Assistant Headteacher (Performance) with specific data in an appropriate form to allow for further analysis
* To update yearly the Assessment Marksheets to allow staff to access the relevant tracking information that is used.
* To import data from third party sources (i.e. Fischer Family Trust) and ensure complete accuracy of the data is maintained.
* Use alternative data sources to check the accuracy, follow up and amend the data received from feeder schools if inaccuracies are found.
* To be the point of contact for staff that have queries over the data held on the MIS.
* Liaise with external bodies should you not be able to provide a solution to a problem that is being experienced and ensure as a minimum ‘downtime’ period.
* Assist with the completion of Census in each school and similar returns to the DFE and EFA
* Support the Assistant Headteacher with the administration of school student tracking and reporting process
* General administration of the reporting process

**General**

* Undertake other such duties, at any location, as assigned by line management