VYNERS SCHOOL

DATA MANAGER
Job Description

Core Purpose:

To be the school 'data expert', responsible for data integrity, the effective production of management information to raise achievement, support learning and ensure the school community optimises its data systems.

Core Qualities:

- Exceptional data production / analysis skills
- Proactive, eager to utilise data for the wider benefit of the student community
- Promote and safeguard the welfare of students at the school and to act as an appropriate role model for young people

Specific responsibilities – data integrity and general reporting :

- To be responsible for the overall integrity of the assessment and exam data entered and stored on SIMS, 4Matrix, ALPS, Connect and the network Data folder, investigating and escalating problems regarding data accuracy or completeness as may be required.
- To be the in-house expert in SIMS reporting, 4Matrix, ALPS, Connect and spreadsheets and other packages eg FFT etc.
- To be able to respond effectively to new and different data reporting requirements as may be required by the school community.
- To proactively design and run data reports on specific pupil populations (eg SEN students, ethnic minority groups) in order to inform overall teaching / pupil management strategy.
- To ensure that marksheets are compiled and available to staff on time for all data collection windows.
- To work with the member of SLT with responsibility for timetabling on implementing 'in year changes (eg replacement teachers, new students to the school)
- Provide and maintain guidance on calculation of targets
- To be responsible for all school census exercises, including ensuring the integrity of the data and that the Vyners school return is submitted accurately and on time
- To provide regular support and training to other staff on school information systems.

Specific responsibilities – key stage 2/3:

- Import information for new year 7's into SIMS and 4Matrix and ensure that progress check information is accurately updated for all students.
- Use and revise formulae to calculate KS3 bandings.
- Liaise with practical subjects who review and modify bandings for Yr 7 as necessary in the spring term.
- Modify targets at the end of each year for individuals as required.

- Ensure analysis / headline data pages are fully and accurately functioning and are modified to take account of changing reporting requirements.

Specific responsibilities - key stage 3/4 :

- Transfer KS3 data histories into KS4.
- Use FFT D and ALPS Connect target setting in the transition from Year 8 to 9 to ensure targets in place for the start of the academic year.
- Prepare Y11 trial exams analysis to enable prompt analysis by subject leaders.
- Input latest staff projections / grades etc from SIMS into 4Matrix at each progress check point.

Specific responsibilities - Key Stage 4/5:

- Be responsible for inputting Y11 results data into the 6th form enrollment spreadsheet, ensuring a smooth process on the day
- Prepare new Y12 targets based on the KS4 exam results
- Ensure public examination results for the winter and summer exams are recorded in the Y11,12/13 data packages and that data is transferred to ALPS / 4Matrix as soon as results are available.

Specific responsibilities – public examination results

- Upload exam result data to SIMS, 4Matrix and ALPS.
- Step in for Exams Officer to download exam data if required.
- Prepare public examination analysis packages for Y11/13.
- Ensure calculations are robust and that data analysis packages for various stakeholders (staff/students/governors etc) are functioning correctly.
- Prepare summary data for exam reviews for all subjects.
- Adjust analyses for all exam marks resulting in a change of grade.
- Monitor the accuracy of data provided to Govt personnel or other external agencies, including ALPS.
- To undertake such other duties as may reasonably be required from time to time.
- The postholder may be required to directly / indirectly line manage other members of the school support staff.

Line Manager:

Assistant Head with responsibility for data.

Hours of Work:

8.30am – 4.00pm, daily during term time (188 days plus 5 INSET days and 17 additional days) inclusive of ½ hr unpaid lunch break. Hours may be worked more flexibly for the 17 additional days. (210 days per annum in total).

Grade:

This post is paid on Vyners Grade 7.

Total Hours:

35 hrs hours per week (not including unpaid lunch break) plus 17 additional days to be worked as required during school holidays. Compulsory attendance for 6 days in August when the public examination results are released. 1470 hours per annum.

Subject to line manager approval, the postholder may attend inset sessions during their normal working hours.

Signed   Date

…………………………………………   …………………………………
                    (Postholder)

Signed   Date

…………………………………………   …………………………………
                    (Line manager)

VYNERS SCHOOL

DATA MANAGER
Person Specification

Essential:

- Proven track record of working in a data analysis role
- The ability to produce data reports in a readily understandable format which meet the needs of the school
- Advanced Excel skills
- Competent with all other MS Office and Google Docs and sheets systems and email
- A natural aptitude to learn new data systems quickly
- Be able to work both independently and as part of the wider school team
- Good written and verbal communication skills
- Ability to prioritise own time effectively and to meet tight data production deadlines
- Inquisitive, able to proactively develop new reports as well as responding to requests from staff
- Experienced at dealing with confidential information, and able to treat that information with discretion
- Flexible and adaptable
- Organised
- Energetic and determined

Desirable:

- Previous experience of working with school data systems, preferably a secondary school
- Previous experience of training staff on data systems
- Previous experience of line management and staff appraisal
- Experience of SIMS