

CHURSTON FERRERS GRAMMAR SCHOOL

JOB DESCRIPTION

Post-title	Data Manager
	37 hours per week, 41 weeks per annum. Term time plus non pupil days and ten days during August to cover A-Level and GCSE Exam Results
	Monday – Thursday 8.30am – 4.30pm, Friday 8.30 am – 4.00 pm To include 30 min unpaid lunch break each day
Grade	Scale 4 Point 18 (Actual Salary £16060) (Salary Range Scale 4 Point 18 £16060 – Scale 4 Point 21 £17898 actual salary)
Responsible to	Mrs V Wolf

This document outlines the duties currently required but it is not a comprehensive or exclusive list.

KEY RESPONSIBILITIES

- 1) Assist with the maintenance of the teaching timetable, record student and staff curriculum data.
- 2) Process and analyse data to ensure that information is up to date, accurate and relevant for Headteacher, Heads of Year and Heads of Departments.
- 3) Maintain up-to-date data in the internal 4Matrix and iDASH systems and ensure these are available to all staff in school.
- 4) Be responsible for statutory data relating to students and complete statutory returns to include School Census, student data and annual exam results. Download statutory reports from Government sites as and when required.
- 4) To analyse results during result period time in August to include calculation of teacher residueals and value added.
- 5) Be responsible for the collation and sending of all school reports to parents.
- 6) Be a member of the admin team to support where necessary in other aspects of the school.

Whilst every effort has been made to set down the main duties and responsibilities of the posts, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes.

The contents of this job description are known to and have been, as appropriate, discussed with the employee in question.

Signed _____(Employee)

07/18

Signed _____(Headteacher)