GRAVESEND GRAMMAR SCHOOL
JOB DESCRIPTION – Data Manager

Reporting Structure

Line managed by the School Business Manager, but this position reports more directly to the Deputy Head. Most day-to-day working interactions are with the Heads of Key Stage, Assistant Heads of Key Stage and administrative support staff.

Job Purpose

To maintain and manage the school assessment system (SIMS)
To provide assessment information to senior leaders and the extraction of information for publication to students/parents
To integrate assessment data into software packages to support staff and senior leaders in the analysis of assessment information

Main aspects of the role

- Creation of marksheets in SIMS, the school Management Information System, for the input of internal assessment data, external exams and profiles (reports)
- Provide summary sheets of assessment data for use by Middle and Senior Leaders within SIMS to support their analysis and intervention provision.
- To create templates for the extraction of data from SIMS to provide individual student grade cards and profiles
- To extract data from SIMS into grade cards and profiles for students and parents, sending this information home and uploading individual reports to SIMS for future access.
- To provide advice and guidance to staff, students and others relating to data (SIMS), as required.
- Ensure that all reporting deadlines are met and to co-ordinate all operational processes in the release of report data to parents.
- To use assessment data to provide Target Grades from prior attainment data for all Key Stages, using the relevant packages from FFT or other organisations as appropriate.
- To maintain and regularly update student information in FFT & 4Matrix, the platforms we use for more detailed analysis; supporting the work of the Heads of Key Stage.
- Working with the examinations officer to upload examination data for analysis purposes; and supporting the examinations office to ensure that the students receive their results when published.

- To create and manage other data requirements as specified by the Heads of School, for example in the gathering of GCSE & A Level option choices.
- To keep up-to-date with developments for all aspects of SIMS Assessment Manager, FFT and 4Matrix
- To support other administrators at key points in the year to ensure the smooth running of our support functions

Person Specification

Key attributes;

- Competent use of IT, including office applications
- Experience of using SIMS (or other Management Information Systems) would be an advantage and very desirable, but not essential.
- Comfortable working with online platforms to import, export and maintain data
- Personable and approachable. The role will mean interacting with a diverse range of stakeholders at all levels.
- Having an eye for detail and the ability to work accurately and precisely
- The ability to cope under pressure and meet deadlines
- Be able to use initiative to address issues, problem solve and manage priorities.

SLT August 2022