



JOB DESCRIPTION: DATA MANAGER
SALARY RANGE: GRADE F (SCP 17-22)
HOURS PER WEEK: 36 (MON-FRI)
WEEKS PER ANNUM: TTO + 5 DAYS
RESPONSIBLE TO: ASSISTANT HEADTEACHER



JOB PURPOSE: To work as part of the college’s support team to process and manage the effective use of data and contribute to the overall support functions of the college.

COLLEGE VALUES: The post holder will subscribe to and model the ideal that as stakeholders of Denton Community College we strive to ensure that all our work is characterised by the core values of COURTESY, EMPATHY, INCLUSION, INTEGRITY, RESPECT & RESPONSIBILITY.

CORE RESPONSIBILITIES: Management of student data

- To work with senior leaders and heads of subjects, to identify the range of data to be used within the college. To co-ordinate the collection of internal and external student assessment and reporting data
- To develop and refine methods for manipulating data, moving them from one source to another as appropriate and to match different data sets together to increase the range of statistical output available.
- To input and process student assessment
- To produce high quality graphical and tabular output for use by leaders and staff within the college
- To assist in producing statistics relating to college attendance, returns, timetables, examination entries etc with related computer work in maintaining these systems

CORE RESPONSIBILITIES: Administration and development of Information Management Systems

- To develop database or spreadsheet systems to enable the college to have an efficient and effective information management system providing necessary statistical and analytical information
- To work with other staff in the college to provide common information to enable them to set targets for student improvement
- To develop methods of projecting information such as trends in examination results, behaviour patterns, attendance and assessments etc
- To provide statistical information relating to target setting for the College Improvement Plan, Department Development Plans, LA returns and DCFS returns

LINE MANAGED BY:

- Assistant Headteacher – DEEP Experience

LINE MANAGER OF:

N/A

RESPONSIBILITIES: Timetable Construction and Maintenance

- To work with senior leaders to construct, schedule and evaluate the annual college timetable.
- To update as required throughout the year.
- To monitor the use of the flexible learning environments and respond to requests from staff to use these facilities

SPECIFIC RESPONSIBILITIES (Organisational):

- To be first aid trained and contribute to the whole school first aid rota
- To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage students to follow this example.
- To promote actively the college’s corporate policies.

- To continue personal development as agreed.
- To actively engage in the staff review and development process.

LAST UPDATED

NOVEMBER 2023

GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here.

All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, Tameside LA, and College policies.

The post-holder is expected to be part of the whole-college staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

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 in the job commensurate with the grade and job title.