JOB DESCRIPTION

Clevedon School

Data Manager

Grade: JM1

Line Manager: **Head Curriculum, Assessment and Academic Achievement**
Other Stakeholders: **Headteacher | SLT**
Responsible for: **Data Assistant**

CONTEXT

It is expected that staff at Clevedon School agree with, abide by and promote the aims and objectives of the School and the Clevedon Learning Trust.

The school's vision statement is: '***Be Kind. Be Brilliant.'***

Staff should interact on a professional level with all stakeholders. Clevedon School is an institution where each member is valued as part of the school, committed to equality of educational opportunity.

A. MAIN AREAS OF DUTY

i. To be responsible for the accurate collection and management of student data and information including statistical returns.

ii. Leadership of the school's Data Team including the Data Assistant and to carry out staff appraisal.

iii. To provide performance data on the school to relevant stakeholders including SLT and Governors.

B. SPECIFIC DUTIES

i. Take responsibility for the management of the school's data and curriculum management information systems.

ii. Undertake the preparation of reports and statistical information necessary for school managers to effectively carry out their responsibilities. Check and verify the accuracy of all such data.

iii. Advise the Headteacher on Data Protection issues and all legal matters related to the retention, retrieval and distribution of data held on the school ICT systems.

iv. Be responsible for the production of all statistical returns as required by external bodies, including the Census and Post 16 Returns.

v. Keep abreast of any changes in the education sector so as to inform the school of future priorities, developments and to improve efficiencies.

vi. Support the effective use of management information systems throughout the school to promote improved standards by supporting and training stakeholders (e.g. SLT, teaching and support staff) in key areas.

vii. To be responsible for the continuous improvement and enhancement of systems and procedures which are relevant to the post.

viii. Work to ensure accurate recording, reporting and further developing the use of Assessment Manager and other analysis spreadsheets and systems, including SISRA.

ix. To provide assistance to colleagues in the use and development of relevant Sims modules required in their role (e.g. Lesson Monitor, Behaviour Management, Reporting, Sims Teacher App).

x. Support the SLT in the construction, production and management of the school's timetable using NOVA T6 and co-ordinate the Options process for KS4 and KS5.

xi. Co-ordinate the allocation of classes and timetables, working with the SLT and Subject Co-ordinators to aid their preparation.

xii. Working with the Headteacher, Trust staff, pastoral managers and LA admission team, co-ordinate the bulk and in-year admissions processes, ensuring all relevant paperwork is completed and input in a timely manner. Ensure leavers are processed and relevant information transferred.

xiii. Co-ordinate the consent and collection of student and staff Biometrics for all new starters to the school, for use with the school's cashless catering system.

xiv. To provide performance data analysis following school internal reporting and public examination cycles.

AND IN ADDITION

Having a willingness to take responsibility for one's own professional development and to engage with further training and opportunities.

To attend and/or chair any other meetings and fulfil other duties as may, from time to time, be reasonably directed by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The allocation of particular responsibilities may be amended by agreement from time to time.

NOTES

The School will endeavour to make any reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the time of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

QUALIFICATIONS AND EXPERIENCE

AREA	ESSENTIAL	DESIRABLE
Education	Good general education to A Level including Numeracy and Literacy equivalent to GCSE Grade C, or Level 3 on the national vocational framework.	Evidence of relevant professional development and qualifications.
Experience	Working knowledge of MIS systems and data collection (SIMS, Assessment Manager, Course Manager, NOVA T6) Experience of using academic timetabling systems, and maintenance of such systems. Experience of securely handling and maintaining sensitive confidential information. Experience of working within an administrative environment. Understanding of confidentiality and data protection.	Experience of working in education, preferably in a large secondary school. Experience of preparing an academic timetable. Experience of supervising staff.
IT Skills	High level of IT skills, particularly in MS Excel and MS Word.	IT qualification.
Other Skills	Strong numeric skills and attention to detail.	
Qualities	Excellent communication and interpersonal skills. Excellent organisational skills and the ability to effectively multi-task, plan and prioritise workload to meet deadlines.	

	Ability to work on own initiative and to 'think outside the box' for problem solving. Good time management, flexible, motivated, confident, assertive. Ability to manage change. The ability to relate to a wide range of people. Enthusiastic and positive with a 'can-do' attitude.	