



Assistant Data Manager - Job Description

Department
Archbishop Holgate's School
Job Title
Assistant Data Manager
Reports To (Job Title)
Data Manager
Grade & Salary
Grade 5 - £8,768 to £9,640 per annum (this is the pro rata salary)
Additional Information
20 Hours per week, Term Time Only plus two weeks in the summer holiday. The pattern of hours will be worked over 3 days per week including Monday and Tuesday, with flexibility regarding the third day. At certain times of the year there can be peaks of work and the need for additional hours to be worked and for flexibility.



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1 Main Purpose of Job

Working at the heart of the school's curriculum support system, to ensure that all data relating to the progress and achievement of students is up to date and used effectively.

2 Core Responsibilities, Tasks and Duties

- To support the Data Manager with the compilation of analysis reports, highlighting underachievement, behaviour and effort issues along with the major categories, e.g. FSM, BME, SEN, LAC and EAL.
- To assist with the management and analysis of Key Stage 2 data from the primary schools (currently 7) that form part of the Pathfinder MAT.
- To support the quality and assurance of the school's annual student reports
- To update class lists, timetable changes and rooming
- To provide support to a range of staff to ensure the smooth running of all aspects of curriculum support, timetabling support, assessment, reporting and student progress data
- To co-ordinate student assessment through the use of Assessment Manager and Microsoft Excel
- To assist with the management of data returns as required

- To follow the school's policies and procedures, in particular: All Safeguarding, health and safety policies, Equalities Policy and Data Protection Policy.
- To participate as required in the school's performance management and supervision systems and take part in appropriate training and development activities.
- To contribute to the overall ethos, work and aims of the school

3 Supervision / Management of People

None

4 Creativity and Innovation

- Operates within agreed protocols but seeks to modify and improve systems and methods of working in specialist area of work.
- Monitors and is responsive to the needs of staff that require support from this post, contributing to the development and improvement of processes relating to data management, timetabling, rooming and curriculum support
- Communicates effectively with a range of colleagues including members of the school's Senior Leadership Team.
- Provides technical support to colleagues in relation to their specialist area of expertise.

5 Contacts and Relationships

Internal.

- Works in collaboration with a range of staff within the school who require data management support on a daily basis.

External

- Provides information and support to Headteachers of Primary Schools in the MAT on the analysis of external exams and internal assessment data.

Decisions – Discretion and consequences

- Communicates information effectively to a range of staff, including members of the schools SLT and Headteachers of Primary Schools across the MAT
- Recognises when it is necessary to make adjustments to planned activities in order to enable deadlines to be met and key data to be available as and when required.
- Responds to short notice requests regarding student data.

7 Resources

Prepares appropriate data returns, reports and analyses using Assessment Manager and Microsoft Excel

8 Work Environment

Work demands

- Work may be subject to frequent change and interruption

Physical demands

- Mainly involves desk working, using a variety of IT systems; some computer work can be high volume.

Working conditions

- Majority of work takes place in an office environment, within a school setting.

Work context

- Very minor risk of verbal abuse and physical harm from a minority of pupils and members of the public who behave aggressively.

9 Knowledge and Skills

KNOWLEDGE & SKILLS

- In depth working knowledge of Microsoft Excel and Microsoft Word
- Familiarity with the SIMS management information system (an advantage)
- Experience of working in a role involving the management and analysis of data
- Understanding of data protection legislation and best practice
- A high degree of accuracy and attention to detail
- Ability to work independently to meet deadlines
- Ability to work with high volumes of data, accurately and quickly
- Excellent communication skills
- Excellent interpersonal skills
- Effective time management and organisational skills
- Good literacy and numeracy skills
- A flexible and adaptable team player

10 Position of Job in Organisation Structure

This post is part of a small team of 3 people including the Data Manager.