



GRETTON
SCHOOL

Data and Timetabling Coordinator

Job Description & Person Specification

May 2019

Gretton School is seeking to employ a Data and Timetabling Manager to:

- Report on student development and progress, with responsibility of ensuring the accuracy of school reports in relation to data.
- Gather and interrogate data to track and report patterns.
- Support the school's use of the Data collection systems, administering collation, interrogation and reporting
- Set up and make ongoing adjustments to timetables across the school, using the chosen software
- Coordinate cover staff in the event of staff absence.
- Take on some of the administrative duties surrounding the formal examination process and work closely with the school's Exams Officer during these busy periods to ensure formal examinations run smoothly.

The successful candidate will work with class staff, Key Stage leaders and the Senior Leadership Team and be an approachable and reliable team member, who is able to work to tight deadlines and support others to do the same. They will support staff in classrooms while they deliver assessment activities and may be required to deliver individual, group and whole school training on matters relating to data and standardised assessment.

The successful applicant will have:

- Strong accuracy
- Attention to detail
- Excellent organisational skills

They will be able to:

- Create, use and analyse spreadsheets and other data systems effectively
- Be able to present data in different formats and for different audiences as required.

As the school group have converted to the use of the Google Suite, the successful candidate will be comfortable using Google Sheets, including pivot tables, conditional statements and formulae to interrogate data.

In addition, the successful candidate will have some familiarity with, or willingness to learn the online timetabling programme ASC TImetables and have an understanding of how to convert information held therein to compliment the school's Management Information System, SchoolBase.



Outline of tasks

SchoolBase - Management Information System

- Use & maintain Schoolbase as the School's MIS to record pupil and staff data.
- Create and run reports - either as PDFs or exported to and manipulated within Google Sheets.
- Manage staff access rights and create accounts for staff.
- Take the lead role in the development, maintenance and management of record/information systems, supervising data input to ensure accuracy.
- Awareness of external training opportunities and matching this to internal need.
- Prepare and deliver SchoolBase training in house to appropriate cohorts of staff.
- Assist with Statutory Returns and prepare data for the annual roll-over.
- Liaise with the Senior Management Team and staff responsible for the timetable, Heads of Year and Heads of Faculty to create class lists.
- Support and liaise with the Behaviour & Welfare Team to produce and analyse incident records.

Frog - Student Participation and Progress

- Set up and monitor progress across subjects areas using Frog Progress.
- Use and maintain the progress tracking tool, Frog, and support staff recording learner progress within this programme to analyse data and understand any patterns
- Lead and develop tools for recording student participation in lesson time and its impact on learning
- Support staff training in relation to Frog, specific curricula and how to record evidence of progress for moderation
- Prepare progress reports for teachers and SLT
- Provide detailed analysis and evaluation of data and produce reports/information as required, illustrating any trends in school data.
- Provide and update data to inform whole school and individual student targets and progress.
- Produce data reports to inform parents of individual student progress.
- Liaise with the Examinations Officer regarding external/internal data produced from the examination process.
- Help provide analysis of examination results.
- Provide recommendations on school data collection, methods of analysis and methods of collection.

GL Assessments

- Schedule appropriate GL assessments including Progress Tests in English, Maths & Science and questionnaires and aptitude tests such as PASS & CAT for students throughout the school.
- Liaise with class staff to deliver these assessments and record results.
- Collate reports from these assessments and circulate to class staff, therapists and the SLT where appropriate.

Cover

- Arrange lesson cover for absent teachers and Teaching Assistants.
- Identify staffing requirements and liaise with SLT if Agency staff are required.



ASC Timetabling Software

- Support the Senior Leadership Team to set up the timetables every academic year across the school (from Primary to Sixth Form), with respect to the efficient and economic use of staffing resource to best meet the needs of the learners.
- Make ongoing adjustments to timetables where needed throughout the year.
- Analyse inefficiencies and make recommendations to the Senior Leadership Team accordingly.
- Monitor and maintain timetables workloads of staff to achieve equitable distribution of delivered lessons and other responsibilities.

Deputise for the Exams Officer

- Work closely with the school's Exams Officer - particularly during the exams period - to ensure the smooth administration of formal examinations, with duties including;
- Creating exams packs, including posters, calculators, clock, stationery and other necessary equipment as required by the individual assessment criteria.
- Deputise the Exam Officer's duties in the event of a staff absence.
- Support the timetabling of exam invigilation according to the school's overall timetables and staff availability.

General responsibilities

- Take a lead role in planning, development, design, organisation and monitoring of support systems / procedures / policies.
- Maintain good communication with managers/teaching staff and support staff.
- Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To act as an appropriate role model for young people.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide support to the senior management team and Proprietary Body as requested.
- Represent the support staff at relevant meetings.
- The post-holder may undertake any other duties that are commensurate with the post.
- The post-holder has common duties and responsibilities in the areas of:- Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Understand the role of the Exams Officer and support the administration of the formal examination process



Personal Specification

	Essential	Desirable
Quals/ Knowledge	<ul style="list-style-type: none">• Knowledge of a range of different school data systems, including MIS, Progress and Data tracking, Timetabling and assessments Or aptitude and willingness to learn• Ability to use complex formulae in spreadsheets including lookups, conditional statements and pivot tables.• Ability to create and develop progress reports in different formats to different stakeholders• Be highly ICT literate and a proficient user of the full Google Suite	<ul style="list-style-type: none">• Knowledge and Experience of using any or all of the following:<ul style="list-style-type: none">■ ASC Timetabling programme■ Frog Progress■ Schoolbase■ GL Assessments
Experience	<ul style="list-style-type: none">• Proven experience of using MIS systems to record and analyse information• Ability to analyse and present data accurately to a range of stakeholders• Experience of communicating complex information clearly to a range of audiences	<ul style="list-style-type: none">• Experience of presenting complex information in staff training events.• Experience of working with young people on the ASC spectrum.• Experience of using Furlong's SchoolBase.• Experience of working in schools or educational establishments
Skills and Attributes	<ul style="list-style-type: none">• Ability to make the complex appear simple• Have exceptional data production / analysis skills• Be proactive and eager to utilise data for the wider benefit of the student community• Be inquisitive, organised and energetic, with a good sense of humour• Ability to multitask and prioritise	<ul style="list-style-type: none">• Understand the unique nature of the school, its learners and its timetables to the most efficient and economic use of resources• Be conscientious and committed