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**St. Ignatius College**

**Data Manager**

**Job Description**

**Responsible to:** Assistant Head in Charge of Data / Headteacher

**Actual salary range:** Salary Scale 6 (points 26-28)

 £ 23,357 - £24,803

**Hours:** 36 hours per week

 8.15 am to 4 pm Monday to Thursday (30 minute lunch inclusive)

 8.15 to 3.45 pm Friday (30 minute lunch inclusive)

 Term time plus INSET plus the last three weeks of the school summer holiday, 42 weeks per annum)

**Main duties and responsibilities:**

* Accurately and promptly input data into designated SIMs modules, use and manipulate, download, verify and distribute associated output as required.
* To support the Network Manager in the development/maintenance of the school's management information systems to ensure that they are operating effectively throughout the school.
* Liaise with teaching staff and other relevant staff in relation to pupil data.
* Use and maintain data software packages such as 4 Matrix and Alps
* Produce an analysis of exam results and summative assessment to inform pupil data base and liaise with SLT regarding statistics generated.
* Prepare and maintain Assessment Manager Templates and mark sheets to enable teaching staff to record pupil assessments.
* Contribute to the development, operation and monitoring of systems to ensure all changes affecting MIS data are collated and the data updated in a timely manner.
* To maintain students’ records on assessment data; KS2 results.
* Develop the electronic and paper production of all aspects of assessment and reporting communications to parents, pupils and other stakeholders through preparing and disseminating target data, managing data collections and preparing analysis of these for publication.
* Be able to independently set up mark sheets, other data sets and operate the Assessment Manager tool and any other similar software modules as required to support the monitoring of progress and tracking of attainment indicators.
* Advise and assist the Head Teacher and Senior Leadership Team (SLT) in reporting to local and national stakeholders and Ofsted Inspectors in target setting and detailed analysis of school performance
* Support the development of the use of data sets in context of improving student achievement at all Key Stages and for a range of audiences including governors, staff, students and parents.
* Assisting in the training of governors and other staff on data and interpreting results and findings. Assisting them to use and understand data and target setting
* Create and prepare complex strategic and operational data analysis for Subject Leaders by key stage, year groups, set group. Exercise highly developed training skills in order to ensure "non-data specialists" can translate data results in the classroom to impact on student achievement
* To manage and develop academic and report databases
* Manage school’s data capture and reporting systems and adaptation, development of school information systems
* Create strategic and operational data analysis systems to support in depth analysis of individual teacher, subject and curriculum performance; as part of the whole school self-evaluation process
* Support teaching staff in the use of data to Analyse School Performance (ASP) standards of student and staff performance
* Create and develop systems to enable the effective monitoring of vulnerable students
* Keep abreast of current guidance, requirement and good practice in relation to target setting, the effective use of data
* Monitor data entry by teachers’ closely to ensure deadlines are met.
* Provide data analysis and reports for staff to facilitate monitoring of progress, evaluation and intervention work (raising achievement meetings), designing reports that give the required information as appropriate - verifying and checking this data before circulation.
* To analyse the results from SATs, CATs and other tests taken by students
* To be familiar with all aspects of Analyse School Performance (ASP) online; interactive analysis available and support the Headteacher and SLT with required analyses.
* To assist in the October and June Analyse School Performance (ASP) online data checking exercise
* To be present in College on key dates in College holiday periods that are relevant to the post i.e. examination result days and subsequent analysis days, to ensure the exam result information/analysis is supplied to the Headteacher, Senior Leaders and the Local Authority
* Oversee the production, copying, collating and dispatch of all school reports and interim grades, in line with the school assessment recording and reporting policy.
* Keep abreast of current guidance, requirement and good practice in relation to target setting and the effective use of data.
* To work with the Business Manager in ensuring all aspects of College data returns relating to statutory requirements are met within the appropriate time frames including co-ordination and completion of all school Census and other statistical government returns.
* To have due regard for health and safety and safeguarding and promoting the welfare of children and young people and to follow all associated safeguarding and child protection policies at the school.
* To take responsibility, appropriate to the post, for tackling racism and other forms of discrimination and promoting equal opportunities and good community relations.
* To work in accordance with whole school policies and procedures.
* Committed to the school's mission statement and ethos.
* To flexibly operate contracted hours to meet the needs of the school.
* Attend meetings where appropriate.
* To undertake any other administrative tasks related to the post.
* To undergo any training required in order to perform duties effectively.
* To maintain good general knowledge of the schools' systems in order to carry out duties effectively.
* To maintain strict confidentiality with all work where necessary with due regards to data protection.
* Assisting in the running of internal and external exams under the direction of the Exams Manager
* In the absence of the Exams Manager to deputise as directed
* Manage and update the school website

 **Additional Duties**

* Provide hospitality / refreshments as necessary
* Support and attend events (which may be outside of your normal working hours) as directed by the Headteacher / Business Manager (overtime will be offered for such events)
* To maintain a tidy and clean kitchen area, this will be a shared responsibility for administration staff.
* Undertake general administrative duties, including Reprographics
* Cover in Reception when necessary
* Provide cover for absent colleagues when necessary including Student Services and the Sixth Form.
* Supervise pupils during the lunch period as directed
* Support other Staff in their roles, in line with School priorities
* Such duties and responsibilities may be updated from time to time to reflect any changes to the College. Only significant additional duties or responsibilities as required by the Head teacher / SLT will render the grade of the post liable for re-evaluation.
* Any other duties within the scale of the post.

**This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.**

Lunch break for all administrative staff will be staggered and at the direction of the Business Manager.

**Employee Responsibilities**

* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To support School Policies.
* To comply with the school’s Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
* To comply with the School’s Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
* To comply with the School’s Data Protection Policy and Code of Practice within the service area of the post.
* Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

**Expectations of all Staff (Teaching & Support**)

* Support the Headteacher and SLT in creating a culture for learning, high standards of achievement and success for all the students.
* Fulfil your duty of care for all the students in classrooms and around the buildings.
* Carry out all duties and responsibilities in accordance with the school’s Mission Statement, contents of the Staff Handbook, policies, current practice and your duty of care for the students’ well-being and safety; not to do anything to bring the name or ethos of the school into disrepute.
* Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post.
* Deal with enquiries efficiently and sensitively.
* Ensure absolute confidentiality in all matters relating to the students, staff and school business.
* You will ensure that the duties of the post are undertaken with due regard to the School’s Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.
* Attend and participate in relevant meetings, training, performance development and other activities as required.
* To liaise with parents/carers in a calm and professional manner, dealing with enquiries and complaints, and being mindful of the school’s reputation.

The person specification outlines what is desirable for the College; other strong experience and qualifications may be considered.

**Person Specification**

* + 1. To be competent in word processing, spreadsheet PowerPoint presentations and have good general computer literacy skills.
		2. Be flexible in his or her approach, willing to work as a team player and to be positive, committed and self-sufficient, taking pride in their work and organising their workload to ensure all deadlines are met.
		3. Be open to training and development to meet the ever changing demands and opportunities of working in a school as and when they arise.
		4. Administrative experience working with complex data / administrative tasks.
		5. Ability to work without supervision and meet deadlines while coping with frequent interruptions.
		6. Ability to liaise effectively with parents, staff and other stake holders.
		7. Be professional in all aspects of their work including presentation and dress code.
		8. Experience of producing reports, mail merge, tables and data. Using Microsoft Office to include documents in Word, Excel Spreadsheets and working from data bases, as and when requested by the Headteacher and/or the Governing Body.
		9. Ensure that all work is completed to high standards and that deadlines are met.
		10. Be (or become) skilled in the use of the school information database system (SIMS).
		11. To be solution focused and have the initiative and research skills to acquire information when required, or to acquire appropriate help.
		12. Be able to communicate effectively with parents and carers, external agencies and other stakeholders.