

# Database and Assessment Co-ordinator

**Reporting to:**

Direct report to Assistant Head of Teaching & Learning

**Department/School:**

Colchester High School

**Checks:**

DBS, overseas checks and employer references

## Purpose

This post was established for the purpose(s) of analysing departmental, individual and whole school requirements for database solutions; developing, implementing and maintaining applications; documenting system components and end user instructions; and serving as a technical advisor to all school staff on key MIS applications and Databases.

## Key working Relationships

### Internal

- Assistant Headteacher and other members of the Senior Leadership Team;
- Data Manager/Examinations Officer
- Academic and Pastoral Leads and Phase Leaders
- Heads of Department – notably Head of Digital and Creative Arts
- Teaching and Support Staff
- IT technician
- Admissions and Marketing Managers

### External

- Cognita School Support Centre – School Governance
- ISI, ISC
- CAPITA
- CEM
- GL Assessment
- AS Tracking
- Century Tech
- LBQ
- Fischer Family Trust

## Key Accountabilities

- Liaise and support staff to enable a more effective use of the MIS (currently SIMS) and the products it interfaces with:
  - Managing the data within our MIS system
  - Importing new pupil and staff data into MIS (SIMs)
  - Cognita Connect
  - AI Technology (AS Tracking, Century Tech etc)
- Act as a liaison with software providers as assigned for the purpose of resolving problems and meeting user needs and school objectives
- Serve as a technical resource to department and school staff including providing information, advice, training on software applications and trouble-shooting malfunctions
- Train various departments as needed for the purpose of assisting them in the proper, efficient and effective use of assigned software applications
- Monitor assigned applications and related systems for the purpose of reducing application downtime and ensuring that assigned applications are available when needed to meet school objectives
- Develop functional and system/software requirements from information gathered from a variety of sources for the purpose of documenting & interpreting user needs and data structures to create a working plan to develop/change systems as assigned
  
- Design a variety of databases for the purpose to provide end users with accurate data eg:
  - Provide first line technical support on databases across the school
  - Liaise with key school departments (Finance, Admin, HR, Academic, Co-curricular/EVC and Marketing & Admissions)
  - Provide data for Cognita, Governance, SLT and ISI as required
- Co-ordinate database activities e.g. security upgrades/refreshers for the purpose of ensuring data accuracy and availability and monitoring compliance with school policies and security measures.
- Ensure the annual roll over happens in a timely manner
- Liaise with Admissions Manager to import new pupil and staff data into MIS (SIMs)
- Complete the annual census returns
- Support Data Manager in the assessment & reporting cycle - construction and schedule.
  - Collate grade sheets, subject reports and grade trackers for all students.
- Co-ordinate the internal assessment process for use of CAT4, CEM, GL etc
  - Support Examination Officer/SENDCo in the submission of returns regarding entries, examination results and baseline testing
  - Administer all admission and online testing for all new pupil entries to CHS
- Track and monitor all student data including cohort data per year, cohort and subject
  - Import data and assessment scores
  - Develop and maintain target data from CEM and GL including the appropriate use of regression data
  - Download data for analysis

## General Requirements

All school staff are expected to:

- The postholder will be required to comply with all policies and procedures issues by and on behalf of Cognita and the School
- Maintain highest professional standards of appearance, punctuality, and conduct
- Forge positive, courteous relations with pupils, parents and colleagues
- Act with integrity and ensure that confidential and sensitive issues are dealt with in an appropriate manner
- Work towards, and support, the vision and the current objectives outlined in the School Strategic Plan and School Improvement Plan
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Engage actively in performance management and Cognita's appraisal procedures
- Actively promote the school's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
- Comply fully with the Health and Safety at Work Act 1974 etc, the school's Health and Safety Policy and all locally agreed safe methods of work
- Ensure that security procedures are upheld
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To attend statutory and mandatory training
- To engage in safeguarding training when required

## Person Specification

### Essential & Desirable Skills

- Strong analytical and organisational skills
- Experience with database software/web applications
- Up-to-date knowledge of technology
- Eye for detail and accuracy
- Ability to work well at pace and under pressure
- Excellent level of written and spoken English
- Ability to establish and maintain good professional relationships with all stakeholders - pupils, parents and colleagues
- Ability to adopt a flexible approach to working and support other areas of the school when required
- Ability to manage multiple levels of demand from multiple sources
- Proactive, resourceful and intuitive
- Honesty and Integrity
- Ability to work with minimal supervision

### Experience

- Excellent working knowledge of database design, monitoring database efficiency and data handling systems
- Excellent knowledge of 'relational database management systems (RDBMS) and other database management systems
- Exams management experience
- Good working knowledge of MIS (desirable SIMS) usage
- Good knowledge of School communication software (or the ability to learn)

## Checks

The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Colchester High School Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the postholder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the school's Designated Safeguarding Lead (DSL) or to the Headteacher or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Signed: ..... Name (print): .....

Date: .....