



Job Description & Person Specification

Data Manager



Data Manager

Salary: Scale 5 (£20,661 - £22,658) Actual pro-rata Salary £17,911 - £19,633
Location: Cheadle Hulme High School
Start Date: As soon as possible
Hours: 37 Hours term time plus one week – the postholder will need to be in work for GCSE and A level results data analysis.

Purpose of the post:

- To process internal and external Laurus Trust schools' data to facilitate detailed analysis.
- To administer student data within Laurus Trust schools' systems.
- In view of the nature of the post and the environment in which the post holder works, the maintenance of confidentiality in all aspects of the job is essential.

Reporting to: Trust Curriculum Data Manager

Responsible for: N/A

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

- Creating and managing the development of 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, across Laurus Trust schools
- To produce statistical analyses of pupil examination data on publication of examination results for use by teaching staff
- Organise the collection of internal assessment data
- Ensure that all web facing data systems are accurate and up to date
- Undertake quality assurance methods to ensure the integrity of the data at all times
- Maximise the use of SIMS Assessment Manager
- Ensure that data systems provide a cogent and coherent student picture taking into account all areas of stored data, e.g. attendance, punctuality, FSM Ever, CLA, SEN, predictors targets, etc.
- Generate and produce progress reports issued once a term for all students
- Monitor return deadlines for data returns
- Ensure that systems and procedures are set up to allow the smooth accessing of external examination results and that these are collated, accessible and current
- Provide training for staff on school systems and how to optimise their use
- Research and prepare for the Leadership Team, Governors, Curriculum Leaders, Heads of House and other stakeholders the performance of different groups of students through internal and external assessment and to contribute through these reports to school self-evaluation

- Promote the use of the SIMS online software including, Parent App, SIMS Activities and Teacher App and ensure that it is being used effectively.
- Support the Trust Curriculum Data Manager in the development and provision of data analysis, working with them to analyse overall school data and performance
- Undertake other duties appropriate to the post as required by the Executive Headteacher that may be reasonably required from time to time
- Support the Exams Officer 11-16 during internal and external exam seasons
- Manage system permissions, issuing passwords and ensuring all staff have correct access rights to SIMS and SISRA Analytics
- Manage the process of collating information from staff regarding the allocation of students to classes for the new academic year and inputting into SIMS to ensure that all students have a complete timetable.
- Prepare the School Census 11-18 liaising with the relevant departments to ensure that the accurate and relevant data is submitted to the Department for Education
- Be responsible for sending communication via Intouch/Pageone in the event of a critical incident.
- Assist the Sixth Form Academic Services Manager with the maintenance of Course Manager for post 16 Census.

Job Activities

General

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned.
- To fulfil personal requirements, where appropriate, with regard to Trust policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To take responsibility for promoting and safeguarding the welfare of students in the schools.
- To work positively and inclusively with colleagues so that the School and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.

Person Specification

Attributes	Essential	Desirable	How identified
Relevant experience	• Experience of working in a busy environment working to tight deadlines • Well-developed numeracy, literacy and ICT skills • Methodical approach to tasks with a keen eye to detail • Ability to work on own initiative and prioritise effectively supporting the needs of senior staff • Enthusiasm for the work and commitment to complete demanding tasks • Experience of data manipulation and producing statistical analysis • Ability to communicate effectively and concisely, both verbally and in writing • Ability to record information and produce reports • Good team player/ability to accord with fellow workers • Ability to prioritise and successfully complete a range of tasks, targets and deadlines	• Previous proven experience of data analysis within an educational environment	Application Form Interview Task
Education and training	• 5 GCSE (A*-C) or equivalent including English and Maths • Willingness and ability to obtain and/or enhance qualification and training for development in the post	• Evidence of continuing professional development • Relevant Level 3 Business qualification	Application Form Interview
Special knowledge and skills	• Advanced working knowledge of Microsoft Excel	• Working knowledge of school administration procedures • Knowledge of relevant SIMS modules	Application Form Interview Task

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



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