***Data Analyst***

***Job Description***

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| **Line Managed by:** | Trust Data Analyst & Deputy Heads |
| **Contract** | Permanent |

**Job Purpose**

To provide strategic and operational management of the school’s Management Information System (MIS) and data handling within the school and across the Trust at Chessington and Hollyfield Schools respectively.

To oversee, support and develop the use of data within and across the school and the Trust.

**Main Duties and Key Responsibilities**

*Across the schools*

SIMS

* Setting up and maintaining systems and procedures for entering and updating student and staff information in SIMS, and supporting all staff that access and interrogate data 
* Manage system permissions, issuing passwords and ensuring all staff have appropriate access and knowledge of the information management system
* Co-ordinate and complete the school census and other statistical government returns
* Set up and maintain the behaviour management procedures and records, certificates and associated reports
* Prepare and publish SIMS user guides and coordinate and monitor training needs for staff.
* Work with the IT Manager to ensure software is updated as required
* Support the interfacing of SIMS with other data management systems, including third party provider products.

Assessment and reports

* To administer the production of interim and summative reports as required by the reporting cycle across the school and within the Trust, under the direction of the Senior Leadership Team.
* Develop and provide student performance data for analysis
* Manage the creation and maintenance of grade sets, mark sheets and report templates for collection and distribution of data
* Manage parental online access to SIMS data, under the discretion of the SLT
* To set up and maintain student report, monitoring and tracking systems.
* Create and issue internal reports to the Senior Leadership team, Curriculum Leaders and Phase Leaders and external reports to the Trust and the DfE
* To import and manipulate KS2 data.
* To produce summaries of data to support the schools and Trust self-evaluation systems.
* Maintain target setting procedures/systems through data handling and manipulation and reporting/outputting the data and results to assist with Academic Tutoring.
* To collect, create and collate Key Stage 3, 4 and 5 target grades.
* To work with Curriculum and Phase Leaders to develop and set up tracking systems at the department level
* To prepare student data entered in SIMS for import into 4Matrix (data analysis tool), check the reliability of the data and produce summaries of results.
* To maintain the Sixth Form tracking systems and reporting of data

Examinations

* To support the school examination officer in the use of data transfer and other procedures relating to interpretation of data.
* To assist in the receiving, manipulation and presentation/analysis of results at both GCSE and Key Stage 5.

Other responsibilities

* Undertake any other additional duties that can reasonably be requested in line with the overall grading and purpose of the job.
* To administer the school’s main intervention program during the summer exam period
* From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the grade and the level of responsibility implied in it.
* To ensure all duties and responsibilities are discharged in accordance with the school’s health and safety at work policy.
* To be the named officer for Data Protection, GDPR and ensure compliance with data protection laws and safeguarding procedures working alongside the Director of Finance and Operations for the Trust.
* Liaise with designated SLT members responsible for examinations, curriculum and assessment.
* Provide training in the use of data for the school and Trust staff body

*Across the Trust*

* To work on systems that will ensure accuracy and validity of data.
* To work on the data teams across the Trust, lead by the Trust Data Lead.
* To report to the leadership team and the trustees on performance data across all schools within the trust

The Governing Body are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS