

Data Manager

GRADE:	SO1 Points 23-25	DATE:	November 2019
PATTERN:	Full-time (36 hours/week, term time + 3 weeks, including 2 in the summer, equating to 42 weeks per annum).		
RESPONSIBLE TO:	Deputy Headteacher (Assessment), Headteacher and Governors.		

Job Description

1. Main Purpose of the Job

- 1.1. To ensure that assessment data across the school is accurate, informative and assists with the monitoring of progress for all students across the school.
- 1.2. To take a lead role in planning, developing and monitoring systems and procedures to ensure 1.1 is delivered.
- 1.3. To ensure that data returns and the School Census is produced accurately and in a timely manner.
- 1.4. It should be noted that it is expected that the job description will evolve as both the role and the post holder develops.

2. Accountabilities

- 2.1. To ensure that data produced is accurate at all times.
- 2.2. To ensure that census information meets the current requirements.
- 2.3. To develop and nurture effective working relationships with a range of colleagues and members of the school community.

3. Duties & Responsibilities

3.1. DATA AND ASSESSMENT

- 3.1.1. To be responsible for maintaining all assessment databases. This includes but is not limited to, up-dating systems, producing reports, undertaking statistical analyses, analysing public examination outcomes as required.
- 3.1.2. To administer the target setting process, compiling and analysing relevant data for distribution as appropriate.
- 3.1.3. Administer the production of baseline data and the tracking of student progress data.
- 3.1.4. To co-ordinate and administer all student report cycles (including full and interim reports) - in conjunction with the Senior Leadership Team - and produce individual student reports as necessary using a range of software packages.
- 3.1.5. To administer end of year information, ensuring that data is updated, maintained and reported appropriately.
- 3.1.6. To be responsible for implementing data systems/packages to support tracking and assessment to enable access to a range of information relating to individual students as required. To take a proactive approach to the development and maintenance of such systems.
- 3.1.7. To manage ad-hoc requests for information from school leaders, teachers and administration staff, researching new procedures and reports that promote the effective and continued use of data within the school.

3.1.8. Where required ensure that assessment data is available through the Parent Portal.

3.1.9. Respond to educational developments, both strategic and operational, which have implications on data management including data security and integrity

3.2. THE SCHOOL CENSUS (CENSUS)

3.2.1. To be responsible for statutory returns, related to students, including the termly Census, providing accurate data about students, achievements, attendance and Sixth Form learners etc., much of which informs elements of the school's funding.

3.2.2. Liaise with members of the school staff, teaching and support, to ensure that the Census and other data returns are produced in an accurate and timely manner.

3.2.3. Maintain an overview of the requirements for the Census and inform colleagues of such requirements and any changes.

3.2.4. Keep up-to-date with training for the production of the Census.

3.2.5. Where required provide training for other staff involved in the production of data for the Census.

3.2.6. Ensure that all links to the SIMS database are updated as required in order to ensure that Census requirements are met.

3.2.7. Ensure that the autumn term post-16 returns are complete and that timetables and course codes are linked.

3.2.8. Liaise, where necessary with other institutions to ensure that all student course data is up-to-date.

3.3. EXAMINATIONS

3.3.1. To operate as administrative back-up for the examination's element for the school's senior administrator.

3.3.2. Liaise with the examinations officer regarding external data produced for examination analysis

3.3.3. Ensure that relevant sections of the examinations package are linked to the school's census.

3.4. SIMS

3.4.1. To assist the SIMS Manager in the development and maintenance of the School's computer system, deputising due to absence if appropriate.

3.4.2. To liaise with CAPITA with regard to Assessment Manager and the Census elements of the SIMS database.

3.4.3. To arrange relevant upgrade and patches in relation to assessment and Census packages.

3.5. TRAINING

3.5.1. To be responsible for any staff training in relation to data systems (internal or external), the School Census or other aspects of the school's MIS system.

3.5.2. To be responsible for investigations in relation to the setting-up of new and reviewing data packages.

3.6. OTHER ICT / ADMINISTRATIVE TASKS

3.6.1. To ensure the security, safety and care of equipment as appropriate.

3.6.2. To produce reports as required.

3.6.3. To assist with the quality assurance of the data held on the school's MIS system.

3.6.4. To ensure the security, safety and care of equipment as appropriate.

4. Knowledge & Experience

Please see Person Specification.

5. Performance Standards

Performance will be measured against outcomes in relation to set targets and progress as measured against individual and/or team development plans.

6. Additional Information

- 6.1. This job description describes the range of duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- 6.2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time, after consultation with the post holder.
- 6.3. The post requires that you should take an appropriate share of the responsibilities attached to staff generally within the school in connection with the work of the team/department and school.
- 6.4. Post-holders will adhere to the Staff Code of Conduct and the Dress Code for Staff and show a record of excellent attendance and punctuality.
- 6.5. Post holders may deal with sensitive material and should maintain confidentiality in all school-related matters. Child Protection Policies and Procedures, and General Data Protection Requirements are to be followed at all times.
- 6.6. Post-holders will participate in the School's appraisal system.
- 6.7. Post-holders will be involved, as required, with the development of quality standards and performance measures and to ensure they are implemented and maintained.
- 6.8. Post-holders will provide support to students during periods of contact and help promote the values and aims of the School and a general feeling of well-being at all times.
- 6.9. Post-holders will undertake other work of an appropriate nature in the interests of the School, as directed by the Headteacher.

JOB HOLDER SIGNATURE:		DATE:	
PRINT NAME AND TITLE:			

LINE MANAGER SIGNATURE:		DATE:	
PRINT NAME AND TITLE:			

Person Specification

SECTION	ASSESSMENT METHOD
EDUCATION, QUALIFICATIONS & TRAINING	
- Higher qualification or training linked to data management would be desirable - Evidence of personal development, training and qualifications	Application form Proof of qualifications
EXPERIENCE	
- Experience of using IT systems, to input, extract or manipulate data, as well as a communication tool - Experience of appraisal procedures - Experience of working in an educational environment would be desirable	Application form Interview
PERSONAL ABILITIES & QUALITIES	
- Ability to work on own initiative and as part of a team, and judge when to take decisions and when to seek advice - Ability to prioritise work and work to deadlines - Ability to work under pressure - Ability to focus on detail and accuracy - Adaptability, flexibility and resilience - Methodical, analytical and accuracy in working practice	Application form Interview Tasks
SKILLS & KNOWLEDGE	
- Good communication skills both verbal and written, including written and spoken fluency and accuracy in English - Ability to maintain records and provide evidence of work, progress and attainment over time - An excellent understanding and competence in ICT - To be able to use formula and advanced functions to manipulate data - Ability to plan, monitor, evaluate and review work - Work effectively as part of a team; developing positive relationships with colleagues and other agencies as appropriate - Possess outstanding organisational skills	Application form Interview Tasks
COMMITMENTS	
- A commitment to the aims and values of the school - A commitment to the highest standards of child protection - A commitment to equal opportunities - A commitment to high standards of professionalism	Application form Interview Tasks

Selection decisions will be based partly on the criteria outlined in this form. At each stage of the process an assessment will be made by the appointment panel to determine how far the criteria have been met.

Criteria should be addressed on the application form and/or in the statement of application. Criteria will be further tested later in the process through interviews and other methods such as presentations.

When completing your statement of application, you should ensure that you provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

We will consider any reasonable adjustments under the terms of the Equalities Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.