



Job Description

Post:	Data Manager (Temporary for 1 year)
Responsible to:	Headteacher
Line managed by:	Deputy Headteacher
Salary scale:	PO1 (£36,138 - £38,607 pro rata term time plus two weeks)
Location:	Waterside Academy

Equal Opportunities

The trust has a strong commitment to achieving the equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Job Purpose

To manage the data functions and systems ensuring the effective and efficient provision of services to the whole school. Responsible for the creation and maintenance of an effective school timetable.

Duties and Responsibilities

Data and Exams

1. To be in charge of data analysis and produce in-depth, relevant, user-friendly reports to enable the monitoring and tracking of pupil progress and achievement throughout the school.
2. To process projected and target grades for all year groups after each interim assessment and provide RAGGED individual grade sheets as required.
3. To work closely with the Senior Leadership Team and be innovative in creating and developing ways of using data to enhance pupil achievement.
4. To provide training on data interpretation and the understanding of reports as required.
5. To ensure the school meets all its statutory duties in the reporting of results and to keep abreast of government policies and initiatives regarding pupil achievement and tracking.
6. To lead on data protection issues ensuring compliance with relevant legislation and guidance in liaison with the trust DPO.
7. To be responsible for the school's statutory returns as appropriate to the role.
8. To be the Systems Manager for the school information management system SIMS.
9. To administer the set lists within SIMS maintaining accurate and up to date records.
10. To advise the Headteacher and Leadership Group on timetable requirements to enable them to make staffing decisions on the deployment of resources.
11. To compile the school timetable, in liaison with Leadership Group and lead negotiations with Curriculum Leaders.

12. To oversee the school's exams officer ensuring the management and running of all stages and processes in the internal and external administration of school examinations.
13. To provide and present analysis of examination results as required.
14. To develop, maintain, implement and adhere to an exams policy for the school and to manage the exams budget in conjunction with the exams officer.
15. To continually improve and enhance the systems and procedures which are of relevance to this post.
16. To be available in mid-August and September for the publication of external examination results and the subsequent appeals process.
17. To attend the necessary courses relating to examinations, assessment and timetabling and to share this information with appropriate colleagues.

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Heateacher.

This job description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.