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**King Edward VI Grammar School, Chelmsford**

**JOB DESCRIPTION**

**TITLE:** Data Manager

**RECOMMENDED BAND:** 4 (to mid point)

**PURPOSE OF JOB:** Management of the school’s Exams, Attendance, Reporting and Assessment system

**RESPONSIBLE TO:** Assistant Headteacher (Assessment), and ultimately the Headteacher

**ROLE SPECIFIC DUTIES & RESPONSIBILITIES:**

* Management of the school’s computerised system (currently ‘Bromcom’).
* To develop a comprehensive working knowledge of the system to support whole school staff with queries, troubleshooting and operational issues, and to provide expert technical and professional advice as appropriate.
* Production of ad-hoc reports and documents from the system.
* Management and production of the annual student reports, in line with the agreed schedule.
* Management and maintenance of Assessment data.
* Set up MidYIS test for Year 7, oversee their administration and disseminate the data from the tests to all relevant people.
* Entry of student attendance data as and when required.
* Support to the school Timetabler with importing of data, and to the Assistant Head in all systems related issues, including data entry as required.
* Coordination of data entry for new students. Maintenance of student records.
* To produce all required data, in the required formats for OfSted, Self Evaluation Form (SEF), School Profile and other documents as appropriate.
* Analysis and evaluation of data throughout the year, as directed.
* On the day before A Level results and the day itself, prepare and disseminate information about grade boundaries for exams and exam components to relevant staff and particular students with concerns about their results.
* On the day of GCSE results, ring up external candidates to inform them that they have a place at KEGS.
* Collation of spreadsheet of GCSE and AS/A2 Level and Pre-U results for staff.
* Annual compilation of “Red Booklet” – Administrative Information for Staff
* Oversight of “Moodle” in conjunction with the Lead Teacher ICT
* Management of the KEGS Data website (this is a system for external parties who do not have a login for our website – eg. sixth form applicants)

MY CHILD AT SCHOOL:

* Set up parent accounts and send login details.
* Respond to parents’ requests for replacement login details as appropriate.
* Monitor change of details submitted by parents via email and the annual data check to ensure that student records on Bromcom are up to date.

CENSUS:

* To produce and upload the school census, ensuring that accurate data is submitted.

UCAS

* To support the school’s UCAS Correspondent in administering the school’s university application process.

**GENERAL DUTIES AND RESPONSIBILITIES:**

* To participate in the annual professional review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
* Ensure that all duties and services provided are in accordance with the school’s Equality Policy.
* KEGS demonstrates a commitment to safeguarding children and expects that all staff and volunteers share in this commitment.
* The duties outlined are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out alternative or additional duties within the context of the job, skills and grade.