NEW MILLS SCHOOL

JOB DESCRIPTION

Job Title: **Data Manager**

Job Code: **ASCH067S**

Grade/Scale: **G9 PP16-19**

Hours/FTE: 37 hours per week / 41 weeks pa (Term Time plus 2 weeks)

Responsible to: Headteacher/Assistant Headteacher

Main Purpose of the Job:
- To effectively manage SIMS as the school's Management Information System.

Key Responsibilities

SIMS Administration
- To manage the development, maintenance and management of record/information systems.
- To manage the input of data using SIMs packages to assist with the fully integrated student database.
- To manage the school MIS system (SIMS), set up staff accounts, access rights, attend training courses and train staff internally.
- To manage data input to ensure accuracy.
- To be responsible for DfE Statutory Returns – e.g. School Census - 3 times per year.
- To maintain accurate records of free school meals within SIMS and inform the relevant staff of any changes.
- To maintain accurate records of all groups in SIMS e.g. disadvantaged, LAC and EAL data
- To liaise with the Assistant Headteacher responsible for the timetable.
- To prepare SIMS for the coming academic year and perform student curriculum assignment Liaise with the Assistant Headteacher to produce timetables for the next academic year.
- To assist the Senior Leader in the production and maintenance of the whole school timetable, updating timetables for students and staff when necessary and maintaining accurate teaching set lists.

Data and Reporting:
- To input and monitor data accurately and efficiently using SIMs Assessment Manager.
- To provide detailed analysis and evaluation of data and produce detailed reports/information as required for SLT, Curriculum Leaders, Year Managers and Governors.
- To provide data to inform whole school and individual student targets.
- To produce and update student targets and assessment information as per assessment calendar.
- To produce data reports to inform parents of individual student progress.
- To produce detailed analysis of student targets and progress to the Senior Leadership Team and Curriculum Leaders.
- To provide data required for the analysis of examination results.

- To work closely with the Exams manager and provide cover for absence when necessary
- To provide recommendations on school data collection, methods of analysis and methods of collection.
- To co-ordinate the collection, inputting, reporting and analysing of Key Stage and baseline/standardised test results.

General Responsibilities
- To be a trained First-Aider
- To perform duties, including lunch duties and attend meetings as required.
- To participate in the School's performance management scheme.
- To undergo in-service training where required.
- To comply with the school's Health and Safety policy and contribute to risk assessments as appropriate.
- To observe and implement current school policies and good practice.
- To contribute to the overall ethos, vision and aims of the school
- To carry out such particular duties as the Headteacher may reasonably direct

Note: This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder's signature:

Post holder's name:

Date:

New Mills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Online checks on shortlisted candidates may form part of the schools safeguarding due diligence, this would include a search of social media and search engine presence.

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PERSON SPECIFICATION FOR DATA MANAGER

Experience Skills and Knowledge and Understanding	Essential	Desirable	Assessment
Has experience of the management of data and the production of a variety of reports		✓	AI
Has experience in using SIMS, ClassCharts, FFT Aspire, Nova T, SISRA		✓	AI
Has a thorough working knowledge with a range of Microsoft products in particular Excel and Word	✓		AI
Can demonstrate in the current role, the capacity to work effectively and efficiently with a range of people at a professional level	✓		AR
Has excellent communication skills	✓		AR
Has the ability to use ICT effectively in a variety of areas	✓		AR
Is prepared to undertake professional training necessary to carry out the role effectively	✓		AIR
Is able to work independently and autonomously	✓		AR
Can maintain issues of confidentiality in the working environment	✓		R
Decision Making			
Has initiative and can work independently	✓		AR
Has the ability to convert challenges into success	✓		AR
Has an understanding of when to consult, make decisions and defer to others	✓		AIR
Communication and Self Management Skills			
Has the ability to communicate effectively to a range of different people	✓		AR
Is able to plan, organize, prioritise and manage their own personal time effectively	✓		AR
Will actively engage training activities and take responsibility for his/her/their own professional development	✓		AIR
Personal Attributes			
Can demonstrate personal impact and presence under-pinned by high expectations	✓		AR
Is committed, resilient, robust and resourceful	✓		IR
Has an excellent record of punctuality, attendance, reliability and integrity	✓		R
Can demonstrate fairness, honesty and integrity in his/her existing practice and conduct as a professional	✓		R
Has a sense of humour particularly when facing difficult and challenging situations	✓		A
Can demonstrate the ability to work well as a team member and motivate people	✓		AR
Has the ability to work flexibly and in a responsive way with tact, discretion and confidentiality	✓		R

A = Application
I = Interview process
R = References