

Data Manager

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the executive principal and head of school to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Specific Duties

Post	Data Manager
Specific Duties	<p>Areas covered:</p> <ul style="list-style-type: none"> ▪ Data Handling, input, organisation and use of. ▪ Reporting processes – administering. ▪ Timetabling Assistant ▪ Exams Assistant ▪ General Office Duties
Qualifications	Good numeracy, statistical awareness and ICT skills are essential.

Generic Responsibilities

Post Title	Data Manager
Post Holder	
Purpose	<ul style="list-style-type: none"> ▪ To work as a member of the Admin Team to ensure that the needs of the school are fully met. ▪ To provide the highest quality of service to the School and its visitors. ▪ To support the School in achieving its vision of excellence and high standards for all students. ▪ To ensure that all work fully reflects the School's distinctive ethos and mission. ▪ This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Reporting To	SLT member
Liaising With	Support services personnel, teachers, SDLs, mentors, finance, and any other relevant staff and external agencies.
Contract Type	Full-time TT+3 (incl INSET days)
Disclosure Level	Enhanced
FSG Scheme	Band 7
Main/Core Duties	
Data	<ul style="list-style-type: none"> ▪ To import, collate and publish all baseline and target information for individual students (including those from other schools) and to administer similar whole school targets. ▪ To publish this information, and other background information (eg, DPP/SEN) for staff via SIMS. ▪ To have responsibility for the termly collation, production and publication of student level reports to cover Assessment, AtL and Attendance information and to liaise with partner schools to facilitate exchange and flow of information. ▪ To compile and publish detailed analysis of public examination performance for teaching staff and leadership at all levels to allow effective self-evaluation to occur. ▪ To produce detailed performance analysis documentation on individual teacher performance for the purpose of Teacher Appraisal and Pay Review.

	<ul style="list-style-type: none"> ▪ To advise teachers when and how to enter student tracking data and to monitor and advise to ensure that report deadlines are met by staff. ▪ To attend school on each day the results of the GCSE and A Level Public Examination results are released by the Examination Boards to the Centres and prepare headline figures for publication to the media, Senior Leaders and governors within essential deadlines. ▪ To complete all necessary external data checking exercises. ▪ To assist with the school Census return and to lead on this for the Summer return. ▪ To collate UCAS reference data from individual subject teachers.
Curriculum & Timetabling	<ul style="list-style-type: none"> ▪ To support the student option process and collate information to assist in the production of accurate dispositions for staff deployment purposes and curriculum planning. ▪ To use Nova T6 software to model the curriculum and schedule the next academic year's timetable, working under the direction of a member of SLT. ▪ To collate and publish individual staff and student timetables before the end of the school year. ▪ To verify student options post examination results and compile final timetables for staff and students to ensure the smooth implementation of the new timetable. ▪ To maintain the current academic timetable including the provision of timetables to new staff and students and the management of changes to existing staffing /students / rooming timetables. ▪ To create alternative curriculum activities within the curriculum structure for small group interventions and other non-class codes.
Exams	<ul style="list-style-type: none"> ▪ To assist with the download of results when external examination results are published and ensure that statistical returns to the media are made within essential deadlines. ▪ To support the Exams Officer during Examination periods and as necessary.
General Office Duties	<ul style="list-style-type: none"> ▪ To undertake general office duties under the direction of the Office Manager. ▪ To 'cover' for colleagues under the direction of the Office Manager. ▪ To be fully trained so as to competently undertake all office and reception duties. ▪ To train others to carry out your role. ▪ To carry out requests for photocopying / laminating / binding / riso-graphing within specified deadlines. ▪ To familiarise other members of the admin team with the tasks carried out by you so that a backup could be provided if necessary.
Additional Duties	<ul style="list-style-type: none"> ▪ To undertake training as necessary. ▪ To follow procedures with regard to evacuation and emergency procedures. ▪ To take reasonable care of his/her own health and safety and that of others who may be affected. ▪ To engage actively in the performance management review process and to undertake reviews as required. ▪ To continue personal development as agreed at your PMR. ▪ To address the appraisal targets set by the line manager. ▪ To carry out duties as outlined in the targets set each year. ▪ To undertake any other duty as specified by the Office Manager or SLT and not mentioned in the above. ▪ To instruct other members of the admin team to familiarise themselves with the tasks carried out by you so that a backup could be provided if necessary. ▪ To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example. ▪ To adhere to the School's policies. ▪ To promote actively the School's corporate policies. ▪ To inform the Personnel/Estates Manager of any matter that would reasonably be considered to represent shortcoming in the arrangements for health and safety. ▪ To show a record of excellent attendance and punctuality.