

JOB DESCRIPTION

Title of Post:	DATA MANAGER
Disclosure Level:	Enhanced DBS
Working Hours:	35 hours per week term time only plus 10 school days in school holiday time with half hour unpaid lunch each working day.
Responsible to:	Deputy Head Teacher, Leadership Team
Liases with:	All Staff, SIMS Team, External Data Departments
Job Purpose:	To develop, manage, analyse and maintain a whole-school data management system for all aspects of school operations, ensure compliance with Data Protection legislation and manage school Admissions.

General Duties and Responsibilities

- (i) To contribute to the distinctive Catholic ethos of the school, as laid down in its Mission Statement in all areas of contact and responsibility, in relationships with staff and pupils.
- (ii) Be aware of and support difference and ensure equal opportunities for all
- (iii) Attend and participate in relevant meetings as required
- (iv) Be aware of and comply with all school policies and procedures as directed by the Governing Body.
- (v) To participate fully in training, learning development and the school's performance management system for support staff.

Key Responsibilities

- Maintain a whole-school tracking system to gather pupil performance data regularly and systematically.
- Identify, develop and contribute to the use of suitable software packages for pupil tracking.
- Draw up a timetable or calendar for the regular reviewing of pupil data. This should include pupils' performance and attendance in order to identify pupils who are exceeding expectations and those who are falling behind and those whose attendance is a cause for concern.
- To work with the SIMS co-ordinator and use SIMS modules as directed by line management.
- Assist in the completion of returns of statistical information as required to a variety of internal and external agencies.
- Provide Leadership Team and Governors with appropriate management information.
- Undertake analysis of assessment data in order to inform management and members of staff and assist their discussions with pupils in reviewing their performance and progress in areas such as target achievement.
- To liaise with the members of the Leadership Team responsible for pupil progress data in producing such information, booklets and summaries as required.

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- To ensure pupils' achievements are benchmarked against local and national data with a continuous school-wide focus on pupils' achievements using benchmark and comparative data, e.g. ALPS, Fischer Family Trust data.
- To ensure the school has a whole-school approach to monitoring and assessing citizenship.
- To undertake all administrative activities relating to School Admissions, keep school records and returns up to date and liaise with parents as required
- Provide information to the Local Authority/Department of Education in response to requests for statistical data.
- Ensure that the school is compliant with all Data Protection legislation and co-ordinate school activities to meet the requirements of GDPR at all times.
- Ensure that quality assurance procedures are in place for all aspects of pupil data.
- Assist in the organisation and preparation of data for all assessment tests within the school.
- Advise on the use and presentation of data to support school improvement
- To maintain up to date class, set and options lists for all key stages.
- To liaise with members of the Leadership Team responsible for curriculum and timetable in relation to pupil option choices and records.
- To provide administrative support in relation to pupil option choices at Key Stage 4.
- To provide administrative support in relation to staffing and curriculum analysis.
- To deputise for the Examinations Officer as and when required and join the invigilation team in exams when required.
- To provide IT support re data to other areas of the school.
- To provide support for school trips as and when required.

ADDENDUM

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not have been identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers.

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I have received a copy of this Job Description and understand what is required to undertake this role.

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Date