

JOB DESCRIPTION

Job Title	Data Manager
Grade	Scale 7
Reports to	Assistant Headteacher
Liaison with	School Staff
Job Purpose	To have overall responsibility for data analysis and management.
Duties	<ul style="list-style-type: none"> • Maintenance of accurate assessment and reporting data within SIMS database. • To lead on data analysis of A Level and GCSE results days by being in school. • Input of data into Assessment Manager and management of Assessment Manager. • To develop and provide student performance data for analysis, manage the creation and maintenance of grade sets, mark sheets and report templates for the collection and distribution of data. • To check interim and summative reports as required by the reporting cycle for the Senior Leadership Team. • Administration in respect of termly student monitoring, preparation of mark sheets for teachers, preparation of reports mark sheets for pastoral staff, generation, printing and distribution of student reports to parents; response to parental queries. • Administration of the yearly student report process and generation and printing of student reports. • To lead in the analysis of school data. • To manage CATs data. • To administer and check target setting. • To create ALPS reports. • To make use of external data systems such as FFT Live, Raiseonline, Aspire, Provider Gateway LSE and NCA Tool. • To manage KS2 data. • To manage reading age data. • To produce Assessment Calendar and notify staff. • To assist in the preparation of school performance data. • To prepare/collate data and information for the school prospectus and other publications as required. • To provide performance data as requested by staff, students and parents, departments and faculties. • To assist, where required, with examinations administration. • To manage the general office systems within the data management office. • To provide general administrative support to the Assistant Headteacher. • To generate targets across all key stages. • To update and maintain SISRA for data analysis and monitoring – to anticipate future data needs and ensure that data and analysis is in line with changes to assessment.
General	<ul style="list-style-type: none"> • To participate in the performance and development 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 Equal Opportunities Policy

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| | <ul style="list-style-type: none">• The Governing Body is committed to safeguarding our students against radicalisation and extremism and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. |
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