

Name		<h1>St Bernard's High School</h1> <h2>Job Description</h2>
Post No.		
Date drafted	Feb 2022	
Date reviewed		
		<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at St Bernard's High School</p> <p>It is not intended to be a comprehensive listing of every task that an STB employee might be called upon to undertake.</p> <p>Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>
<h3>MANAGEMENT DETAILS</h3>		
Job Title	Data Manager	
Location/work base		
Grade	19-24	
Reporting to:	Headteacher	
Line Manager	Deputy Head - Standards	
Posts directly supervised:		
Staff or contractors indirectly supervised		
<h3>THE MAIN PURPOSE OF THE JOB</h3>		
<p>Purpose: Management of the school's data information systems and procedures including Assessment, Recording and Reporting System in Go4Schools. Supporting staff with all areas of data for teaching and learning, funding and school improvement purposes.</p> <p>Targets: To be agreed upon appointment and updated as part of annual cycle of Appraisal and review.</p>		

Key Areas of Responsibility:

- Data Manager (support for DHT, completing any work that DHT needs for data and reporting, preparation of school reports etc, inputting all elements of student data from entry to end point)
- Data management of Level 2 and Level 3 option choices
- **Ensure all data related to students starting at the school either in September or throughout the year is processed appropriately for a timely start and timetables produced.**
- **All student information inputted correctly including protected characteristics**
- Printing all student and staff timetables
- Working staff census
- Census returns termly
- **DfE checking exercise returns**
- Taster days – KS4 and KS5

SIMS:

- Responsible for maintaining accurate data on the school database
- Responsible for the maintenance of accurate lists of teaching groups and sets on the school database
- Free School Meal parent enquiries/applications, updating SIMs with current details from local authority, collate checking list for LEA to verify if entitled. Deal with ad hoc applications/enquiries throughout the year.
- Update Sims with Bursary information for 6th form.
- Update individual templates within assessment manager with any changes needed such as tracking targets or adding new aspects for analysis.

Timetabling:

- Supporting Assistant Head Teacher with Option and Timetabling including setting up the New Academic Year, promotion paths and preparing curriculum and pastoral structures in Sims in readiness for the new term.
- Producing individual timetables for all students and staff in school
- Updating set lists throughout the year and alerting HoY / AHT of set changes.

Examinations:

- Analysis of public exam results and other performance data. Entering GCSE & A Level examination data into Go4School and uploading to FFT. Analysis of CATS and upload of Go4Schools.
- Preparation and coordination of the CSSE Examination (11+) arranging invigilators, preparing instructions for Premises and helpers
- Completing all related administration including: Organising markers of the papers, sorting papers, entering scores to CSSE office, running 5% check of scores against papers, running borderline checks. Reporting back to CSSE office.

Statistical returns on behalf of the school:

- To undertake the termly Census and such other statistical returns as may be required of the school.
- To undertake the CES Census as required by the school
- Transfer of National Test Data as required.

Reports:

- Producing reports for parents, year 7-13
- Respond to and provide reports which are requested by outside agencies.
- Respond to and provide reports which are requested by teaching staff.
- Extracting data for teaching staff by individual student or by teaching group as requested.
- Ensuring students have target grades.

- Value added and target setting in Year 7-13
- To prepare/collate data for the school prospectus and other publications as required.
- To provide performance data as requested by staff, students and parents.

Admission Year 7:

- Enter all year 6 and year 12 applications onto spreadsheet. Analyse data for –Headteacher and Governors
- Upload ranking to LA
- Importing new Year 7 data into FFT in readiness for End of KS3 & 4 Targets.
- Prepare appeal paperwork for Clerk
- Sending out of admission pack to year 7 parents
- Enter data from admission pack into Sims and making student files
- Request CTF and files of students
- Producing list of students and schools to Designated Safeguarding Lead whilst retaining confidentiality.

Admissions In-Year:

- Manage all data related to in year admissions
- Prepare student file and timetable
- Request CTF and student file.

Cover:

- Reception cover in respect of absence

General

The Data Manager is required to:

- Encourage and support the provision of a Catholic holistic education for all students
- Promote the ethos of St Bernard's High School
- Undertake such duties as their line manager may determine as reasonably falling within the role of
- Undertake whole school duties as may be reasonably determined by the Headteacher.

