



## Job Description – Data Manager

<b>Job Title</b>	Data Manager
<b>Grade</b>	Band 4
<b>Reports to</b>	Deputy Headteacher (Quality of Education)
<b>Job Purpose</b>	To support the strategic direction of the school in its use of data and the development and maintenance of SIMS and other data handling tools/software.
<b>Duties</b>	<ul style="list-style-type: none"><li>• To maintain the school management system (SIMS) offering support and training for teachers and associate staff;</li><li>• To compile lists and maintain statistical data in respect of a class, year group, and subject undertaking analysis of statistics required by staff;</li><li>• To ensure accurate data on SISRA Analytics for all staff in relation to assessment.</li><li>• To ensure accurate data on ALPS Connect for all staff in relation to assessment.</li><li>• To lead on importing results and database information from other systems, to provide a comprehensive set of base data for all students;</li><li>• To produce reports and analyse data, including examination performance as requested by the Senior Leadership Team</li><li>• To produce progress and examination reports as required for each student in the school.</li><li>• Liaising with Heads of Department and Heads of Year in managing internal examination results for Years 7, 8, 9, 10, 11, 12 and 13</li><li>• To be responsible for producing and submitting the Census and other statutory returns by the agreed deadlines.</li><li>• To assist with the administration and processing of examination results during the summer closure as may be required.</li><li>• To provide support if required with timetabling and importing data to SIMS at the beginning of the academic year and to work closely with the Admissions Manager and the Exams Officer.</li><li>• Extracting data for teaching staff by individual student or by teaching group/cohort as requested.</li><li>• To line manage the Exams Officer ensuring regular appraisal and performance monitoring is carried out.</li><li>• To be able to use advanced formulas, macros and advanced functions to manipulate data and present data would be highly valuable</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• 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.</li><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li><li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li><li>• 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.</li></ul>