

# Cornelius Vermuyden School



<b>Job Title</b>	Data Manager
<b>Grade</b>	Essex Scale 7 Point 19 - 24
<b>Responsible to</b>	Assistant Headteacher – Data and Reporting
<b>Job Purpose</b>	To be responsible for the data management throughout the school.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To produce interim progress reports for students as required throughout the year.</li> <li>• Coordinate the production of formal reports for each year group as required throughout the year.</li> <li>• Produce Annual Overview Reports for whole school as required throughout the year.</li> <li>• Produce and analyse progress, behaviour and attendance data as required in a format that Heads of Department and Senior Leaders can use to inform the further improvement of academic outcomes.</li> <li>• Support with the organisation and running of Pre-Public Examinations producing reports for parents and carers.</li> <li>• Work closely with the Senior Leadership Team to design trackers and analyses linked to the School Improvement Plan.</li> <li>• Support SLT members of staff with admissions and data/information imported to SIMs.</li> <li>• Extract relevant data for teaching staff by individual student or by teaching group as requested.</li> <li>• Produce analyses and interpretation of external data for SLT as and when requested including results days.</li> <li>• Supporting SLT staff to ensure all students data is correct and accurate on SIMS, including Targets, reading ages etc.</li> <li>• Design and publish forms for students to record their options choices; gather the data, analyse the returns, inform headteacher of results.</li> <li>• Maintain accurate assessment and reporting data within SIMS/SISRA/Go4Schools database.</li> <li>• Maintain the school timetable, processing mid-year updates and changes.</li> <li>• Assist in the set up and implementation of Parent's evening systems.</li> <li>• Work closely with the member of staff doing cover rotas with</li> </ul>

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regards to availability of staff and rooms.

- To keep abreast of developments in computer-led timetabling.
- Be responsible for the maintenance of accurate lists of teaching groups and sets on the school database.
- Prepare/collate data and information for school prospectus and other publications as required.
- Input of data and information as required.
- Provide performance data as requested by staff, students and parents.
- General office duties.
- Such other duties as may be required by the Headteacher.

## **School Self-Evaluation**

- Management of student voice for all year groups, including input, analysis and presentation of findings.

## **Statistical returns on behalf of the school**

- To undertake the annual September and January pupil count returns for the DCSF and such other statistical returns as may be required of the school.

## **Other duties**

- Train staff on data interpretation
- Respond to and provide reports which are requested by outside agencies.
- The development of standardised scoring for class assessments and the communication of these to staff.
- Review, advise and promote new technology and initiatives, within SIMs and Go4Schools, in the school.
- Write reports for Headteacher & Governors on a yearly basis on the progress of the different areas under development.
- Provide documentation and information concerning the curriculum to Governors, staff, parents & pupils.

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<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>
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## PERSON SPECIFICATION – DATA MANAGER

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Relevant degree or equivalent years experience. Experience of SIMS, Go4Schools, Word, Excel, Nova T6, Access, Desktop Publishing.
	Knowledge of relevant policies and procedures	General understanding of the operation of a school
	Literacy	Detailed knowledge of school policies and procedures
	Numeracy	Excellent literacy skills
	Technology	Excellent numeracy skills
<b>Communication</b>	Written	Ability to write detailed, complex reports, letters etc
	Verbal	Ability to exchange complex and sensitive information clearly
	Languages	Seeks to overcome communication barriers with children and adults
	Negotiating	Ability to consult effectively to achieve best outcomes
<b>Working with children</b>	Behaviour Management	Excellent understanding and implementation of school behaviour management policy
	SEN	Understand and support the differences in children and adults in relation to ICT actively suggest ways of improvements
	Curriculum	Excellent understanding and working knowledge of the school curriculum and the importance of ICT and it's application
	Child Development	Excellent understanding of how ICT contributes to child development
	Health & Well being	Understand and promote the value of emotional and physical wellbeing in adults and children

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		Take responsibility for own wellbeing
<b>Working with others</b>	Working with partners	Ability to establish effective relationships with those working in and with school
	Relationships	Ability to establish rapport and respectful and trusting relationships Ability to build open and honest relationships
	Team work	Work effectively as part of a team Ability to work independently
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
<b>Responsibilities</b>	Organisational skills	Ability to be proactive and initiate action
	Line Management	Able to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively
	Creativity	Able to resolve complex problems independently and be creative with information
<b>General</b>	Equalities	Demonstrate commitment to treating all people fairly
	Health & Safety	Thorough knowledge of Health and Safety legislation
	Child Protection	Understand and comply with children protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance