

Job Description: Cover & Data Manager

1. **JOB PURPOSE:**

To be responsible to the Deputy Headteacher for the smooth running and administration of daily cover, diary management, timetabling, data production, analysis and reporting

2. **MAIN RESPONSIBILITIES, TASKS AND DUTIES**

Under the day to day direction of the Deputy Headteacher to:

- i. Liaison with SLT and subsequent scheduling to create the annual timetable, including room allocation.
- ii. Set up the school year and produce student timetables.
- iii. Import, upload and export CTF files for starters and mid-year leavers.
- iv. Operate the Options module for Year 10 and Year 12 option choices.
- v. Input and management of academic course details to the MIS.
- vi. Input and data validation for Census, within prescribed deadlines.
- vii. Quality assurance of pupil data to ensure integrity, joint working with colleagues who input data to oversee data cleansing routines, for example, maintain student photos, check bus route data, etc.
- viii. Access secure web exchange sites (NCA, K2S, S2S, LCC, DfE., etc) in order to obtain or load student data.
- ix. Complete the tables checking exercises, within prescribed deadlines.
- x. Access information through reading, research and forums, and share with relevant members of staff, to ensure we are fully informed of forthcoming MIS developments and can plan for upgrades or changes to systems and requirements.
- xi. Production of interim reports and commendation certificates, including issue of second copies to parents as required.
- xii. Working with the Trust Data Lead, development and maintenance of a reporting suite, empowering all staff to routinely monitor key performance indicators.
- xiii. Monitor data input and quality of student annual reports from Form Tutors, within prescribed deadlines.
- xiv. Maintain the school diary (manual and Bromcom) and produce the 'This Week' notice.
- xv. Organise daily cover, including liaison with supply agencies, and room changes.
- xvi. Organise the annual process for school photographs.
- xvii. Organise School Nursing team visits.
- xviii. Produce rotas to ensure the smooth running of the school, for example, assembly rota and staff duty rota.
- xix. Organise staff and student appointment times for Stop the Clock interviews for Years 9, 11 and 13.

2. MANAGEMENT OF PEOPLE

SUPERVISION OF PEOPLE

No direct line reports.

4. CREATIVITY AND INNOVATION

The role will be carried out within the formal structure of regulations, policies and procedures governing the school and examinations. The postholder will need to find workable solutions when responding to issues raised by teachers, students or parents for example where a student has a special need.

5. CONTACTS AND RELATIONSHIPS

Will be required to work very closely with the Deputy Headteacher, Exams Officer, teachers and other support staff. Daily contact with teachers and staff at the school. This is a public facing role with regular contact with students, and some liaison with parents.

6. DECISIONS

Discretion – decisions are made in line with established regulations and policies, and in consultation with the SLT.

Consequences – impact on an individual or group may be significant, however, guidance will always be sought from the Deputy Headteacher.

7. RESOURCES

Safekeeping and confidentiality of student information.

Office equipment.

8. WORK ENVIRONMENT

a) Work demands – work will be carried out to fixed deadlines, rescheduling will not be an option; daily cover, timetabling and data deadlines must be met.

b) Physical demands – the postholder may spend prolonged periods of time sitting at a computer. c) Working conditions – general school/office environment – well-lit and well ventilated.

d) Work context – contact parents, students and staff, good judgement and professionalism are paramount. The postholder may have limited exposure to abuse/aggression from students, parents and carers

9. KNOWLEDGE AND SKILLS

The postholder must be an experienced administrator with a minimum of two to three years relevant experience.. Knowledge of working in schools, qualifications equivalent to NVQ Level 3 and experience of management information systems is desirable.

10. GENERAL:

Job Evaluation – This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Trust.

Other Duties – The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that

may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities – The postholder is required to carry out the duties in accordance with Trust's Equal Opportunities policies.

Health and Safety – The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

All staff have a responsibility to safeguard and promote the welfare of children and young people.

Requirements for the post:

Qualifications/Training	Essential	Desirable
Use of Microsoft Office/Office 365; Outlook, Word, Excel	✓	
Keyboard skills	✓	
GCSE or equivalent in Maths and English (C/4 grade or above)	✓	
Qualified to NVQ Level 3 or equivalent		✓

Knowledge	Essential	Desirable
Bromcom/SISRA data management system		✓
Safeguarding		✓
Data Protection including GDPR		✓

Experience	Essential	Desirable
Two to three years prior administration experience	✓	
Dealing with the public in a customer facing role	✓	
Creating schedules, timetables or rotas	✓	
Experience of management information systems		✓
Working within a school environment		✓

Competencies	Essential	Desirable
Excellent communication and organisational skills	✓	
Honesty and integrity	✓	
Self motivated	✓	
Team worker	✓	
Conscientious	✓	
Attention to detail and meticulous record keeping	✓	
Ability to work to under pressure to fixed deadlines	✓	