

Brentwood Ursuline Convent High School



Job Description Data Manager and Administrator

Job Title	Student Progress, Timetable and Staff Cover Data Manager and Administrator. Senior Mid-day Assistant.
Grade	LGPS Scale 5 (Outer Fringe)
Contract Type	<p>Part-Time, Permanent.</p> <p>40 working weeks per year, 45.8 paid weeks</p> <p>37 working hours per week (of which 2.5 hours is for senior midday assistant element during term time, over 5 days per week starting at 7.30 to 3.30 pm with a 30 minute unpaid break daily (Finishing at 3.00 pm on a Friday).</p> <p>This post is a school term time plus 2 additional weeks contract which includes working during A'Level Result period (3 days in mid-August) and GCSE Results period followed by Sixth Form enrolment period (5-6 days at end of August/beginning of September) plus compulsory Staff training days.</p>
Reports to	<p>For daily working purposes: AHT ICT and DHT Timetable/Data.</p> <p>Note: All support staff come under general line management responsibility of the School Business Manager</p>
Liaison with	Teaching staff, support staff, Students, parents
Job Purpose	<p>Manage and administer the collection, storage, analysis and distribution of student achievement data, using the relevant systems (e.g. SIMS, Arbor, SISRA, SIMS Parent App), under the direction of the SLT Line Manager(s).</p> <p>Manage and administer planned and unplanned staff cover requirements.</p>
Duties to include:	<ul style="list-style-type: none"> • Manage the school's assessment, recording and reporting processes. • Ensure the secure and accurate maintenance of assessment, exam and reporting data. • Manage the use of School Cloud for Parent Consultation Evenings. • Provide support to the appropriate SLT Line Manager(s) with responsibility for data, exams and timetable, including inputting, collating, analysing, extracting and publishing data as required (including public exam downloads). • Provide data in the necessary format for internal and external stakeholders, under the direction of the SLT Line Manager(s). • Keep class lists and timetables up to date, making changes and distributing timetables as required by the SLT Line Manager.

	<ul style="list-style-type: none"> • To co-manage, together with the examinations officer, the general office systems within the data management and examination office • To be the first point of contact for both parents, students and teachers for the administration of the SIMS Parent App; In the future this system may change and the same responsibilities would be required for any replacement system eg Arbor. • Manage and Administrate Parent-Pay and be the first point of contact for parents, students and teachers; • To provide student references in accordance with agreed process and format; • To learn, adopt and support existing and new IT systems relevant to the post. Including working with external third party systems providers to assist with the implementation, adoption and transition to new systems. • To manage cover for both planned and unplanned staff absences and liaise with covering staff in this regard. • To provide general administrative support (e.g. options process) to the those responsible for Data and Timetable
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 learn new IT systems introduced by the school in order to undertake role. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • 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 • First Aid – emergency back up. • Lunchtime / mid-day supervision as a Senior Mid-Day Assistant for 30 minutes each working day. • After School Clubs • General office duties as and when required. • To provide cover for absent colleagues as and when required. • 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

PERSON SPECIFICATION

Data (Student Progress and Timetable) Manager and Administrator

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy school environment Educated to NVQ Level 3 or equivalent Experience of data manager role Completion of appropriate induction programme
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to undertake calculations accurately
	Technology	Ability to use photocopier Ability to use word processor and databases
Communication	Written	Ability to complete forms, write routine letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school in relation to the role
	Safeguarding	Understanding the importance of safeguarding and each person's responsibility for it
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school

		Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate others
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality (e.g. GDPR)
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance