



KESTEVEN AND GRANTHAM GIRLS' SCHOOL

JOB DESCRIPTION

JOB TITLE	Data Manager
REPORTS TO	Assistant Headteacher for day-to-day operations
GRADE	G6 point 15-18
1	<p>PURPOSE OF JOB</p> <p>This important post will continue to develop the school's assessment and reporting systems. The postholder will be responsible for ensuring accurate and timely data is available and can be used effectively by all staff to support and improve learning outcomes for students, particularly vulnerable pupil/student groups. Data contributes significantly to teaching and learning, enabling staff to track student progress, and discuss with them how well they are doing and what they need to improve to make the maximum progress possible.</p> <p>The post holder will manage and maintain the integrity of school data, ensuring that it is up to date, relevant and fully compliant with information governance. The role will specifically require the post holder to use Bromcom, Excel and a range of desktop and other web-based software.</p> <p>The post holder must be able to interrogate and manipulate data to produce useful and timely information to assist staff in assessing and tracking pupil progress and planning interventions to improve Teaching and Learning outcomes. The post holder will ensure that data is shared across the school, informing whole school and department planning and producing pupil reports for parents, the Local Authority, Department for Education and other outside agencies.</p> <p>The post holder will also work closely with the Assistant Headteacher in the construction of the timetable and on-going maintenance of the timetable as in year amendments are required.</p> <p>The post-holder will complete the three yearly census reports and liaise with the headteacher regarding these.</p> <p>Additionally, the post holder will support the DPO with data protection and any issues that arise.</p>
2	<p>MAIN RESPONSIBILITIES, TASKS AND DUTIES</p> <p>i Managing the preparation of the new academic year including entering courses and timetable rotations on Bromcom.</p> <p>ii Producing any data lists or reports as needed throughout the year.</p> <p>iii Coordinating the production of timetables for students and processing any set changes as needed.</p> <p>iv Analysing school performance data and examination results.</p> <p>v Managing and prioritising own workload</p> <p>vi Downloading the school data and reports from the government's school performance websites (e.g. ASP), analysing and distributing the data to the Senior Leadership Team, Governors, curriculum leaders etc. as required.</p> <p>vii Downloading FFT data, importing into Bromcom and other assessment and reporting programmes, and</p>

	distributing to staff as appropriate.
viii	Providing data for school documents and publications including the Prospectus, School Development Plan, website and reports for Governors etc.
ix	Networking and sharing good practice with colleagues in other schools.
x	Ensuring that school systems minimise the administrative burden on staff.
xi	Liaising with the Technical Support manager regarding the granting of access rights to the systems and issuing passwords in order to make information available to those entitled to have it, and preventing access to people that should not have access to the information.
xii	Managing the system for preparing pupil and student records for archiving and safe disposal in line with the Retention of Documentation guidance.
xiii	Arranging the collection and retrieval of records as needed.
xiv	Trouble-shooting problems using Bromcom helpdesk and carry out instructions to resolve problems.
xv	Compiling reports, records and assessments of data as may be required by the school
xvi	Contributing to the Induction process for new staff.
xvii	Training staff individually or in groups, on how to use the systems for data analysis, data handling etc. as needed.
xviii	Preparing training materials and 'how to' instructions as 'aide memoires' to help staff to get the best out of the available systems.
xix	Arranging and delivering training for school staff (both teaching and support staff) so that they can make the best use of school systems.
xx	Ensuring the office is kept tidy and confidentiality maintained by clearing desk and logging off computer at the end of the day.
xxi	Assisting in the arrangement of routine school activities such as school photographs and induction and presentation evenings.
xxii	Supporting the DPO with data protection and any issues and requests that arise from any freedom of information requests
3.	<p>MANAGEMENT OF PEOPLE None</p> <p>SUPERVISION OF PEOPLE May be required to assist with induction of new employees</p>
4.	<p>CREATIVITY AND INNOVATION The postholder is expected to make recommendations to the Senior Leadership Team on improvements to existing systems.</p> <p>The postholder will generally work within set procedures and guidelines, regular use of creativity in solving of routine problems. Use knowledge and expertise gained through experience to move school systems forward and improve efficiency.</p>
5.	CONTACTS AND RELATIONSHIPS

	Daily contact with teachers and staff Occasional contact with pupils Regular contact with outside agencies
6.	DECISIONS a) Discretion Work is within clearly defined rules and procedures with opportunity for decision making
7.	WORK ENVIRONMENT a) Work Demands Working to deadlines throughout the year Manage and prioritise own workload b) Physical Demands Office work, may include prolonged periods of time working at a computer c) Working Conditions Work is carried out in a well-lit/ventilated environment.
8.	KNOWLEDGE AND SKILLS <u>Essential</u> IT and Computer Literate Data analysis and manipulation <u>Desirable</u> Previous experience of management of data within a school setting Previous working knowledge of the management information system – Bromcom
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 School.
	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 School's Equal Opportunities framework and other relevant policies.
	Health & Safety / Safeguarding - The postholder is required to carry out their duties in accordance with the School's Health & Safety and Safeguarding policies and procedures
All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.	

This Job Description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised.

The duties of this post could vary from time to time because of new legislation, changes in technology or policy and in that case, appropriate training may be given to enable the post holder to undertake this new/varied work.

	NAME	SIGNATURE	DATE
Job description written by: (Manager)			

Job Description agreed by: (Postholder)			
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