

# RIDGEWAY ACADEMY - JOB DESCRIPTION

## DATA MANAGER



**Job Title:** Data Manager

**Grade:** H7

**Hours:** 37 Hours per week, term time plus 3 weeks

**Responsible to:** Business Manager via Assistant Headteacher responsible for data, assessment, recording and reporting

### Main purpose of job:

- Maintain and develop the school's data collection systems for Assessment, Recording and Reporting (including SIMS), ensuring the smooth running of the reporting process
- Maintain student class lists and core student data

### Main areas of responsibility

- Assist in the development of strategies to implement assessment procedures and monitor effectiveness
- Complete tasks involved in assessment procedures: design of letters to parents, publication of assessment cycles to staff, collection of data, identification of missing data, production of data reports to staff and parents
- Maintain the school's databases (eg BromCom\*, SISRA, FFT, ALPs and MCAS), as defined by this role, accurately and securely and ensure all data is collected on time and available for publication
- Take part in any training related to the school's databases as appropriate
- Work with Leadership line manager to ensure that communication of student facing data is timely and accurate including targets and CATs data
- Monitor and update any student related data stored on these systems promptly including rooming, timetable and class changes
- Monitor and update on going staff timetable changes after the timetable has been imported
- Provide reports for SLT, Governors, Middle Leaders, teaching/non-teaching staff and reports home as required
- Work closely with the Leadership line manager to ensure data systems are developed to best meet the needs of the school
- Complete the termly School Census accurately and in line with the timescales required (DfE timetable)
- Provide data management support for the school as required and respond to request for information eg DfE/County data checking exercises
- Work with leadership line manager to respond quickly and efficiently to whole school development related to data gathering and input
- Work closely with the network support team to ensure that data systems within the school are effective and efficient
- If appropriate work with data managers across the AAT to ensure that systems are established in a similar way
- Develop and implement a record keeping system that is in line with Data Protection legislation
- Attend relevant training
- Provide day to day support to staff about the use of Bromcom
- Report any faults to the vendor

### Person Specification

- Excellent IT skills, including good knowledge and understanding of BromCom\* and Excel or a proven track record in learning and using data systems
- Highly organised, methodical and accurate
- A problem solver
- Good interpersonal skills
- Able to work independently and use their initiative

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- The ability to maintain confidentiality

\*please note, if good knowledge and understanding of BromCom is not yet held, please note training will be provided to update and secure this knowledge

### Additional Information

The postholder is required to be in school over the public examination results days in August

This is a key role within the school which is likely to involve access to highly confidential information; this must be maintained

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed

Signed (member of staff)	Signed (Headteacher)
Date	Date