Barton Manor School
Job Descriptions

Name:

Job Description:　　　　　Management Information Officer

Grade:　　　　　BCAT 8

Employed for:　　　　　Full Time (37 hrs per week), term time only, plus 5 staff development days plus a further 4 weeks, two of which are to be taken in August to analyse the examination results..

Hours:　　　　　8:00am – 4:00pm Monday to Thursday, 8:00am – 3:30pm Friday, with 30 minute unpaid break for lunch

Professional Relationships:

　　　　　Responsible To:　　　　　Assistant Headteacher

　　　　　Responsible For:

Purpose:　　to maintain accurate student records in Bromcom. Provide a full support service for examinations analysis, value added analysis, monitoring and tracking student performance data, and options information. Produce high quality and accurate student reports and grade sheets for parents.

Safeguarding

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to Safeguard all students at all levels across the school community**. It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**
Policy and Procedure

- Act as a champion of the school's safeguarding policy and procedures and make sure you access these and understand them

- Be aware of your responsibility to challenge behaviour which breaches any of the school policies

- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding

- Refresh knowledge and skills at least annually to remain up to date with any developments relevant your role and your responsibilities for safeguarding

- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.

- Be prepared to identify children who may benefit from early help.

- To understand the early help process and their role in it.

- To understand the schools safeguarding policies and systems.

- To undertake regular and appropriate training which is regularly updated.

- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.

- Know what to do if a child tells them that he or she is being abused or neglected.

- Know how to maintain an appropriate level of confidentiality.

- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

Person Specification

Essential
- To be able to work independently and show initiative when problem solving
- Excellent ICT skills: Word, Excel, E-mail, Internet
- Excellent knowledge of Bromcom or ability to learn
- Attention to detail and accuracy
- Meet Deadlines
- Very Organised
- Make decisions
- Take initiative
- Very good interpersonal skills
- Work under pressure
- NVQ 3 or higher qualifications
- A* - C or 9 – 4 GCSE Maths and English or equivalent
- To be able communicate effectively to various stakeholders including SLT, Lead Teachers, teachers, students, parents.

Desirable
- Experience of working in a school environment
- Good knowledge of Bromcom, FFT Aspire, 4 Matrix

Accountabilities	Indicative Tasks/actions
Provide a full support service to the Assistant Headteacher and SLT covering various tasks relating to assessment data and reports for both parents and staff.	Use of Bromcom, FFT Aspire, 4Matrix and Excel in the management and analysis of assessment data and option groups.
Provide a full support service to the Assistant Headteacher covering option choices, group sizes and timetabling.	Set up and monitor the use of Bromcom for assessment data, and reports and grade sheets for parents and staff.
Provide a full support service to the Assistant Headteacher and Headteacher covering various tasks relating to the analysis of examination results for both internal and external use. Analysis of examination results to provide Value Added analysis	Use of Bromcom to import, analyse and export relevant data for a variety of stakeholders. Train other administrators, when required, in the use of Bromcom to aid the option process and assessment. Assist in any administrative tasks associated with Assessment, Reporting, and the option process as required.
Provide a full support service to the SLT covering various tasks relating to the analysis of internal assessment data for internal monitoring and tracking of student progress. Analysis of assessment data to ascertain if whole school, departmental and individual student targets are being met. (including predictions for raw results and value added).	Data returns for KCC, DfE etc **Tasks:** Input, Import and export data into Bromcom. Use of Excel to analyse assessment data and examinations data including Value Added. Distribute relevant data in the correct form to relevant stakeholders Prepare Bromcom for the reports and grade sheets. Manage the input of data and chase missing data accordingly. Print reports and collate for all stakeholders as required. To oversee the collating and input of Year 9, 10, 11, 12 and 13 options information into Bromcom. Assist with input of timetable information as requested by Timetabler Assist with the input of student and staff data into Bromcom (including all new entrants) as requested by Timetabler

	and Headteacher or Executive Headteacher Input Yr 7 reading test data into Bromcom, calculate reading ages and variance with generic age and report to SENCO Input Yr 7 CATs test data into SIMS/EXCEL and provide printouts and reports to all stakeholders as required by SLT Attend any data, examinations analysis reporting, assessment, PM, management courses and training as appropriate.

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Executive Headteacher or Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher/Headteacher the other.

Signed………………………………………… Date………………………