Sir John Leman High School

Student Data Manager

Grade 4 Scale Point 9 – 12

Level Description

All duties will be carried out within recognised procedures or guidelines.
The role may include ad hoc duties which require initiative.
You will need to interpret information or situations to solve problems.
You will need analytical, judgemental, creative and developmental skills.
Your line manager will be available for direction as required.

Responsible to

Assistant Headteacher (Assessment, Data and Examinations).

Responsible for

Duties as required to facilitate the use of student data within the school and externally.

Job Description

Typical duties will include but are not limited to:-

- Processing and analysing data using Microsoft Excel
- Providing advice and support to students, parents, staff members and visitors in relation to the data functions within the school.
- Maintaining precise computer records, ensuring confidentiality.
- Making and receiving telephone calls, answering queries or referring to appropriate staff members as required. Using e-mail for empathetic and effective communication.
- Producing good quality correspondence, reports and other documentation as required.
- Accurately using IT systems including relevant school software packages (training will be provided as necessary).
- Creating and maintaining accurate records in the student information system. Adding and extracting data to support teaching, learning, monitoring and self-evaluation.
- Processing and analysing records of internal assessments and external examinations and verifying their accuracy.
- Analysing and summarising additional student data including records of attendance, consequences, rewards, long reports, short reports and homework.
- Maintaining student, parent and teacher databases within Go4Schools.

- Assisting with login problems and resolving and problems that users may have with the system.
- Creating and maintaining school mark books.
- Helping to introduce students and parents to Go4Schools and the Go4Schools app.
- Providing training and support to other members of staff regarding Go4Schools.
- Supplying data to other users within school and externally.
- Accessing, importing and processing information from a number of external websites.
- Processing and releasing information regarding the results of external examinations.

Person Specification

Criteria	Essential	Desirable
Relevant level 3 qualification(s)	●	
Effective communication and dissemination of information and procedures	●	
Ability to write reports, including extraction and manipulation of complex data from school data systems	●	
Excellent IT skills including Microsoft Office, internet and e-mail	●	
Expertise in using Microsoft Excel to process and analyse data	●	
Extremely high levels of accuracy, literacy and numeracy	●	
Excellent organisational and planning skills	●	
Ability to meet tight deadlines and work under pressure	●	
Ability to analyse, monitor, evaluate and make recommendations	●	
Ability to problem-solve, think creatively and develop new ideas	●	
Excellent levels of integrity, confidentiality and appropriateness	●	
Ability to carry out non-routine tasks using personal initiative	●	
Enhanced disclosure with DBS	●	
Good health and attendance	●	
Enthusiasm	●	
Capacity for hard work and resilience	●	
Adaptability	●	
Good personal and interpersonal skills	●	
Interest in continuing professional development	●	
Self-awareness and ability to seek help/advice	●	
Ability to prioritise under pressure	●	
Articulate and presentable	●	
Can show aptitude and acceptance of working within an environment that has numerous interruptions and changing workload demands	●	
Ability to concentrate on tasks for protracted periods of time without loss of accuracy	●	
Knowledge of different qualifications offered by schools		●
Knowledge of school performance measures		●
Flexibility and willingness to undertake additional roles at short notice	●	
Ability to be flexible in working hours	●	