

Data Manager job description

Reporting to the Deputy Headteacher

- Support the ethos of the school
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact, maintaining confidentiality at all times.
- Supporting the leadership team in the day to day management of the school information management systems (SIMS)
- Work with colleagues to ensure the school's management information system and any other databases are fully up to date
- Monitoring the input and quality of data.
- Ensuring that pupil records are accurate and up to date.
- Providing data reports and analysis for the leadership team and pastoral leads as requested
- Establish and maintain permissions for SIMS, ensuring that user access relates to job roles and responsibilities.
- Keep abreast of any developments and updates of the SIMs package and ensure key colleagues are aware of these.
- With the deputy head, set suitable data informed progress targets for all students using FFT Aspire, SATs, Key stage 4 data, and other relevant external data sources.
- Support the administration of UCAS applications
- Support the Deputy Head in timetable construction and updates throughout the year
- Be responsible for the compiling, analysis and report production in line with Ofsted requirements of the school's pupil related information.
- Complete Assessment administration and produce progress and tracking information as required by the Deputy Head
- Upload reports
- Run the end of year process in SIMs and support colleagues in the 'roll over' of data from one academic year to the next.
- Assist with and provide information for the DfE (Department for Education) census at key points throughout the year.

Essential skills

- Highly organised
- Ability to work towards deadlines
- Ability to work as part of a team
- Be proficient in all aspects of the use of SIMS
- Willingness and ability to learn
- Be proficient in the use of Excel
- Able to communicate effectively with colleagues