

JOB DESCRIPTION

POST TITLE:

Data Manager

GRADE:

Grade 9

RESPONSIBLE TO:

Head of Business and Resources

RESPONSIBLE FOR:

Examination Invigilators

WORKING HOURS:

37 hours per week.
8.00am to 4.00pm (3.30pm Friday).

POST OBJECTIVES:

To provide a comprehensive range of data management, analysis and administrative services, for the Head of Business and Resources and Assistant Headteacher (Curriculum and Assessment) to ensure effective and co-ordinated delivery of all aspects of the post.

To provide an effective and efficient administrative service in relation to the college's exam and assessment requirements.

It will be necessary to work with I.C.T. and associated systems.

The post holder will not be expected to make informed educational or curricular decisions but will be expected to collaborate with teaching and associate staff to ensure a positive working environment.

DUTIES AND RESPONSIBILITIES:

Data Management and Reporting

- Take responsibility for the management and maintenance of the whole-college database which includes: staff and student records, examination and assessment data, attendance and learning support data and other records.
- Respond promptly and accurately to data requests made within college, by the LA, DCSF, Examination boards and other external agencies.
- Completion of the termly PLASC to the LA.
- Assist in managing the timetable throughout the year so that timetables for students and staff are updated when necessary and accurate group lists are maintained
- Assist the Assistant Headteacher (Curriculum and Assessment), in managing data collection systems for teaching groups, providing reports to staff as required and analysing as appropriate.
- To set up Assessment and Reporting systems to reflect the requirements of the college calendar and members of the Senior Leadership and Middle Management Teams.
- Assist the Assistant Headteacher (Curriculum and Assessment) in collecting, inputting, reporting and analysing Key Stage and baseline/standardised test results.
- To pre-populate the departmental Self Evaluation Forms (SEF) at the start of each academic year.
- Contribute to the development of data management across the college by monitoring and improving processes and procedures.
- To keep abreast of changes to the regulations and qualifications included in the DfE Performance tables, and inform SLT accordingly

Examination and Assessment

- To liaise with curriculum leaders and the senior leadership team to ensure all the college's public examination entries are made accurately.
- To liaise with appropriate examination boards ensuring the timely and cost effective completion of examination entries.
- To operate the computerised examinations system, ensuring it is upgraded as necessary.
- To liaise with students and parents relating to examination entries, and compose examination timetables, including making arrangements for examination clashes where applicable.
- Arrange room changes as and when required, e.g. during exam periods, ensuring that relevant staff are aware of such changes.
- To be responsible for the recruitment and management of all exam invigilation staff and to timetable those staff to ensure that all examinations are appropriately and sufficiently staffed at all times in line with Board ratio requirements. To be responsible for the coordination of the availability of other college support staff to be used in invigilation duties when necessary.

- To be responsible for the training of all invigilation staff, ensuring they are aware of their duties and responsibilities and to be aware of any special requirements they or the students may have.
- To make special arrangements for students with particular needs, including informing and obtaining special permission from examination boards.
- To monitor and record the receipt of examination papers from examination bodies.
- Arrange for the collection of examination papers.
- To collect, transmit and receive examination results, to facilitate the analysis of examination data.
- To collect and validate all examination certificates.
- To make arrangements for internal examinations, including the production of the timetable, rooming and invigilation.
- To follow the college's internal assessment calendar, requesting data from teaching staff and inputting such data to facilitate assessment, recording and reporting.
- To update and produce student reports to parents, including short assessment as required by the college's internal assessment calendar.

General

- To attend meetings at college and externally as required.
- To undertake any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the job.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Springwell Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

METHODS OF WORKING:

- The postholder will be expected to take an active part in appraising their own work against agreed priorities and targets in accordance with the college's management supervision guidelines.
- The post holder will comply with the policies of the college, including the Child Protection Policy, Equal Opportunities Policy, Health, Safety and Environmental Policy and the Data Protection Act and be expected to maintain confidentiality. Any concerns should be reported to the appropriate officer.
- The post holder will have due regard for DCC financial regulations and operate within the college financial systems and procedures ensuring 'best value' is achieved.
- Be aware of and support individuals' needs to ensure all students have equal access to opportunities to learn and develop.
- Contribute towards the overall ethos, work and aims of the college.
- The post holder will be expected to undertake any necessary training associated with the duties of the post and attend meetings as required.
- The post holder will be required to observe safe working practices in carrying out the required duties and to adhere to instructions specified by technical consultants and manufacturers.
- The post holder will demonstrate the ability to act on their own initiative and manage time effectively.

Ref: Data Manager
Originated: October 2011 (CGB/TBU)
Updated: July 2013 (CGB/TBU)
June 2015 (CGB/SBI)

SPRINGWELL COMMUNITY COLLEGE
PERSON SPECIFICATION

DATA MANAGER

EXPERIENCE:

Essential:

- Proven experience of working within a busy office environment
- Extensive use of Microsoft Excel to an high level and the ability to create advanced formula, analyse and present data
- General experience of office technology, including word processing skills with clear working knowledge of Microsoft Word.
- Able to manage own workload and prioritise tasks and act on own initiative.
- Ability to meet deadlines and work under pressure.
- Previous experience of school Management Information Systems

Desirable:

- Previous experience of working within a school environment
- Previous experience of producing spreadsheets for diagnostic purposes by third parties
- Previous experience of school examinations administration
- Previous experience of SIMS.net
- Knowledge and experience of whole college procedures, organisation and structure so that work can be prioritised and synchronised with the requirements of the Headteacher and the college.

QUALIFICATIONS:

Essential:

- A level/vocational qualification (BTEC L3) or equivalent with significant experience OR three years relevant and practicable experience acquired through a combination of training and on-the-job experience
- O'Levels/GCSE equivalent including Maths and English Language

ABILITIES AND ATTRIBUTES:

Essential:

- Supervisory experience and ability
- Proven written and verbal communication skills
- Able to co-ordinate a variety of tasks simultaneously
- Ability to prioritise workload and work under pressure
- Ability to deal with all people at all levels confidently, sensitively and diplomatically
- Comprehensive knowledge and experience of relevant processes or procedures.

- Knowledge of Child Protection, Data Protection and Freedom of Information Acts

SALARY AND HOURS:

Grade 9
37 hours per week / 52 weeks per year