**Job Description – Data Manager**

Post : Data Manager

Line Managed By : Assistant Headteacher

Line Manager of : None

Working hours : 37 hours per week Full time or Term time only

Salary : Band 6, point 9 to 13 (£21,841 to £25,481) full time

or (£19,701 to £22,985) term time

**Job Purpose**  
   
To work within the Data and Assessment Team and ensure that within their own work and the work of any they might line manage:

* There is a relentless focus and active promotion of all aspects of "safeguarding" including; Child Protection, Child Welfare and Health and Safety
* The school and team comply with all statutory, Portsmouth City Council or Governing Body requirements
* All school policies and procedures are understood, followed and positively promoted
* The school's ethos is understood, followed and positively promoted
* There is a culture of flexible working, sharing skills and developing the individual

Additionally;

* To act as the school’s data manager, providing key management of the school’s academic data systems.

**Key Accountabilities**

* To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

**General Duties**   
The team members should ensure that they;

* are clear about their areas of responsibility and how they will be held to account
* have efficient and effective systems to under pin their work
* attend meetings as directed by the Headteacher, Team Leader or designate
* work collaboratively with all other teams in the school
* produce any reports, data returns or data captures for the Team Leader or designate as required using any templates provided
* support the Team Leader or designate in reviewing their own work and that of the team to ensure the work of the team is continuously and sustainably improved
* actively and positively participate in school wide systems such as performance management system, annual leave, absence management etc
* exploit opportunities to undergo professional development through skill sharing, flexible working or training
* are prepared to share skills, work flexibly and attend training as required
* remain "student focussed"
* support any controls on procurement, stock control and waste
* keep working areas secure and free from clutter
* support the team leader or designate in ensuring working areas project a highly professional image
* comply with the school's dress code
* ensure that any information about individual students is kept confidentially and not discussed with third parties
* have read, understood and contributed to the school's improvement plan, team action plan or other improvement tools
* support whole school ethos by;

1. Undertaking duties before, during and after the school session
2. Engaging with students positively
3. Commenting on good standards of behaviour and dress
4. Tackling poor standards of behaviour and dress
5. Supporting the teaching staff delivering the Mayfield Teaching Model
6. Having a good knowledge of the school's "vulnerable students" and strategies to support them

**Specific Duties**

* Provide key management of data systems across the school;
* Investigate and implement new data systems and oversee the smooth transition between packages;
* Develop back up systems to ensure that data is preserved in the event of an emergency and a digital archive is created and maintained according to relevant statutory guidance;
* Recording test, assessment and examination data
* Developing effective systems for the collection, reporting and evaluation of student data
* Disseminating data as directed to support reporting and data analysis
* Collating and disseminating data to support target setting and class construction
* Ensuring all data is sensitively handled and confidentiality maintained
* Deputise for the Examinations and SIMS Manager as required;
* Providing secretarial, clerical and word processing support ensuring accuracy and confidentiality at all times
* Maintaining the accuracy of the School’s SIMS and SISRA databases
* Answering and directing telephone enquiries from staff, pupils, parents and the general public
* Providing administrative support, e.g. photocopying, typing, filing, collation of pupil reports, receiving deliveries.
* Report pupil and school issues in line with the School’s policies for health and safety, child protection and behaviour management.
* Be involved in extra curricular activities, (e.g. IT clubs, activities week, open days, presentation evenings).
* Undertake duties as required;

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.