



# Cornwallis Academy

*Ambitions for All*

## **Job Description**

<b>Job Title:</b>	<b>Data Manager - Cornwallis</b>
<b>Salary:</b>	<b>Future Schools Trust Grade G</b>
<b>Contract Type:</b>	<b>37 weeks per year (Term time) plus 4 weeks, Permanent: Monday – Thursday 8.00am – 4.00pm &amp; Friday 8.00am – 3:30pm</b>
<b>Responsible to:</b>	<b>Senior Leadership Team, Cornwallis</b>
<b>Start Date:</b>	<b>ASAP</b>

## **Purpose of Job**

To work closely with the Assistant Headteacher/Deputy Headteacher in our continued drive to use data to raise standards across the trust. To develop the pupil assessment and reporting systems, data records, produce pupil data and reports and provide support to staff in using data software.

## **Main activities and responsibilities**

To manage and develop the school's use of student specific performance and assessment data on SIMS and from a variety of sources, to support the school in achieving improved educational outcomes.

To understand and be able to access and use a range of data sources such as 4Matrix to analyse and support student progress and enhance target setting.

To manage all aspects of class changes required for teaching and support staff.

To have overall responsibility for the management and development of the school SIMS database, excluding the Finance and Personnel modules.

To provide statistical analysis of students' performance against specified criteria as required by the SLT.

To manage the schools reporting systems through SIMS.

To design and run surveys as required; to collate and analyse response and produce printed reports and charts.

To provide data for the schools SEF/reports to Governors and to provide statistical analysis of data as required by SLT and other staff in the most appropriate format.



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To ensure that all student data is up to date and accurate and that all associated lists, reports, mailing data and returns, in particular the School Census/ CES Census and Performance Tables Charting Exercise are produced accurately and on time.

To provide IT training in school management and information systems, as necessary to other members of staff order to continually upgrade skill levels and ensure maximum effectiveness.

### **Key Duties**

- To be responsible for maintaining, verifying and monitoring the accuracy of all data used in school based systems.
- To prepare and provide regular statistical analysis of data in SIMS to help all key stakeholders and respond to ad hoc requests as required.
- To set up and maintain mark sheets to provide the above data.
- To educate and assist other members of staff, including supporting Heads of Year in accessing and producing statistical data from SIMS.
- To access data from a range of external resources and import the data into SIMS for analysis and dissemination to key stakeholders for the purposes of target setting and the overall monitoring and tracking of student progress.
- To upload assessment data from relevant sources into the school's analysis systems for example 4Matrix.
- To manage the school's reporting systems using SIMS and any other appropriate programmes and liaise with Heads of Department to ensure data is entered accurately and on time by staff.
- To provide analysis for senior leaders and Governors of student progress and outcomes as required.
- To produce and track the school's results in line with national measures.
- To work with the Admissions and Examinations Officer to ensure that all KS4 and KS5 examinations, Grade Sets and Performance Points are recorded on SIMS to enable to Exams Module to provide statistical data required by the Local Authority when GCSE and 'A' level results are released in August.
- To download, analyse and report on GCSE and A level exam results before, on and after results days in August.
- To liaise with the local authority and other agencies that require statistical information.
- To manage class sets in SIMS
- To attend and contribute to SLT meetings (out of hours) and to prepare data as required.
- To attend any other school meetings as required.



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### **Physical Effort & Working Environment**

- The post is not subject to any physical effort or strain in excess of work in a day-to-day office environment.
- The post is not exposed to any unpleasant conditions over and above those experienced in a day-to-day office environment.
- The post holder will be directly managed by a member of Senior Leadership.

### **Contacts**

- Close Liaison with the Headteacher and the Deputy Headteacher, the Admissions and Examinations Officer, the Officer Supervisor, Heads of Department, Heads of Year and teaching staff.
- Appropriate adults and students within the school; Governors; the Local Authority; the DfE and outside agencies as required.

### **Professional Development**

The postholder will be expected to undertake any appropriate training provided by the School to assist them in carrying out any of the above duties.

### **Additional Responsibilities**

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out.

### **Health and Safety Statement**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

### **Safeguarding Statement**

Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

### **Special Notes and Conditions**

The post holder will be required to work at the time of the GCSE and A level results



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The start and finish times for this post are 8am – 4pm Monday – Thursday and 8am – 3:30pm on Friday with a 30-minute unpaid lunch break each day.

This job description will be reviewed annually or more frequently if necessary by the Headteacher in consultation with the post holder.

## **Data Manager – Person Specification**

<b>Data Manager</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Professional Development</b>		
A minimum of three subjects at GCSE, O Level or equivalent including Maths & English	✓	
Educated to A Level or equivalent including Maths and/or Computing	✓	
A relevant professional or higher- level qualification equivalent to degree level		✓
<b>Professional Specification</b>		
Experience of managing, analysing and reporting on base data	✓	
Track record of professional success	✓	
Excellent IT skills and the ability to use Microsoft Office applications, particularly Word and Excel	✓	
Clear understanding of the principles of Data Protection	✓	
Experience of Managing and utilising SIMS database	✓	
Experience of working as a Data Protection Officer		✓
<b>Personal Specification</b>		
Personable, approachable and courteous at all times	✓	
Excellent organisational skills	✓	
The ability to work quickly, accurately and under pressure	✓	
High levels of emotional intelligence and resilience	✓	
Good verbal and written communication skills	✓	
Enthusiasm	✓	