

**BARTON COURT GRAMMAR SCHOOL AND BARTON MANOR SCHOOL  
DATA MANAGER**

**JOB DESCRIPTION**

**Name:**

**Job Description:** BCGS & BMS Data Manager

**Grade:** BCAT 9

**Employed for:** **Full time** (37 hrs per week), term time only, plus 5 staff development days, plus a further 4 weeks, two of which are required in August to analyse the examination results at KS4 and KS5

**Hours:** 8:00am–4:00pm Monday to Friday and 8:00am to 3:30pm Friday, with 30 minute unpaid break for lunch,

**Professional Relationships:**

**Responsible To:** **Executive Headteacher (BMS) & BCGS AHT**

**Responsible For:**

**Purpose:** to maintain accurate student and staff records in the Trust MIS system. Provide a full support service for examinations analysis, value added analysis, monitoring and tracking student performance data, and options information. Produce high quality and accurate student reports and grade sheets for parents. Completion of school census for BCGS and BMS. Work collaboratively with and advise/support other Data Managers within the Trust as required.

**Safeguarding:**

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the School community.

It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:

## Policy and Procedure

- Act as a champion of the School's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

## Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role of teacher effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role of teacher and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

## **Person Specification**

### Essential Skills

- Excellent ICT skills: Word, Excel, E-mail, Internet
- Excellent knowledge of BROMCOM or ability to learn another MIS system
- Attention to detail and accuracy
- Meet Deadlines
- Very Organised
- Make decisions
- Take initiative
- Very good interpersonal skills
- Work under pressure

### Desirable

- Experience of working in a school

Accountabilities	Indicative Tasks/actions
<p>Provide a full support service to the Assistant Headteacher and SLT covering various tasks relating to assessment data and reports for both parents and staff.</p> <p>Provide a full support service to the Assistant Headteacher covering option choices, group sizes and timetabling.</p> <p>Provide a full support service to the Assistant Headteacher and Headteacher covering various tasks relating to the analysis of examination results for both internal and external use. Analysis of examination results to provide Value Added and P8 analysis</p> <p>Provide a full support service to the SLT covering various tasks relating to the analysis of internal assessment data for internal monitoring and tracking of student progress. Analysis of assessment data to ascertain if whole school, departmental and individual student targets are being met (including predictions for raw results and value added/progress 8).</p> <p>Provide support &amp; training for the BCGS Data Manager</p> <p>Provide support &amp; training for the BMS Data Manager when appointed to aid succession planning</p> <p>Provide support &amp; training to the CDS Data Manager if required and share best practice across the Trust</p>	<p>Use of BROMCOM or equivalent MIS system, Excel, 4Matrix in the management and analysis of assessment data and option groups.</p> <p>Set up and monitor the use of BROMCOM or equivalent MIS system for assessment data, and reports and grade sheets for parents and staff. Use of BROMCOM or equivalent MIS system to import, analyse and export relevant data for a variety of stakeholders.</p> <p>Train &amp; support other administrators/Data Managers, when required, in the use of BROMCOM or equivalent MIS system to aid the option process, data management, assessment, analysis of results and Census.</p> <p>Share best practice in Data Management across the Trust as required</p> <p>Assist in any administrative tasks associated with Assessment, Reporting, and the option process as required.</p> <p>Data returns for KCC, LEA, DfE etc</p> <p><b>Tasks:</b> Input, Import and export data into BROMCOM or equivalent MIS system and 4Matrix.</p> <p>Use of Excel/4Matrix to analyse assessment data and examinations data including Value Added/Progress 8.</p> <p>Distribute relevant data in the correct form to relevant stakeholders</p> <p>Prepare BROMCOM or equivalent MIS system for the reports and grade sheets. Manage the input of data and chase missing data accordingly. Print reports and collate for all stakeholders as required.</p> <p>To oversee the collating and input of Year 9, 10, 11, 12 and 13 options information into BROMCOM or equivalent MIS system</p>

	<p>To oversee the Post 16 Learning Aim Management System (PLAMS) or equivalent data requests as required from the DfE</p> <p>Assist with input of timetable information as requested by Timetabler</p> <p>Assist with the input of student and staff data into BROMCOM or equivalent MIS system (including all new entrants) as requested by Timetabler and Headteacher</p> <p>Input Yr 7 reading test data into BROMCOM, or equivalent MIS system, calculate reading ages and variance with generic age and report to SENCO</p> <p>Input Yr 7 CATs test data into BROMCOM/MIS system/EXCEL and provide printouts and reports to all stakeholders as required by SLT</p> <p>Complete the CENSUS as required Attend any data, examinations analysis reporting, assessment, PM, management courses and training as appropriate</p>
--	--

### **Staff Development:**

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher/Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Headteacher the other.

Signed: ..... Date: .....