**Job Title: Assistant Data Manager**

**Salary: Kent Range 7**

**Contract: Permanent, full time.**

**Hours: 3 days per week, 24 hours per week**

**39 weeks per year (i.e. term time only + 5 INSET days) plus exam results days in August**

**Overall Responsibility:**

1. The Assistant Data Manager will support the Data Manager in the management, development and delivery of data, analysis, evaluation, statutory compliance, accuracy and dissemination to ensure accurate planning of teaching and learning and assessment of pupil progress.
2. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the area child protection procedures.

**Main Responsibilities**

*Data*

Under the guidance of the Data Manager:

1. To assist in the maintenance of the school management information system (SIMS) to ensure that it is up to date accurate and accessible, as well as well presented for relevant stakeholders.
2. To work with the Data Manager and ensure the school uses the maximum functionality of SIMS to ensure the easy capture of data with the aim to reduce the workload of staff.
3. Assist the Data Manager with the School censuses and non-statutory returns.
4. Assist the Data Manager on GCSE and A Level results days.
5. With the Data Manager, check for accuracy and anomalies in pupil level data for the School and Colleges Tables Information for both KS4 and KS5.
6. To assist with external reports and analyses from appropriate sources.
7. Register students, when appropriate, on the learner records service.
8. Contribute to the development provision and use of all learner assessment and progress data for the purposes of planning, tracking and analysis to best provide the most efficient and user-friendly systems to support learning progress.
9. Assist with the management, organisation and development of these systems in respect of all assessment data, targets and results and reports.
10. Assist with maintaining and developing SISRA, ALPs and FFT.
11. Produce clear, concise, accurate information to support the Data Manager, Senior Leaders and Governors in raising outcomes. Develop analytical skills to create strategic and operational data analysis systems to support in depth analysis of individual teacher, subject and curriculum performance as part of the whole school self-evaluation process including value added performance.
12. Support teaching staff in the use of data and interpretation of data analysed.
13. Support non-teaching staff in their use of SIMS.
14. Contribute to processes to produce and quality assure student assessments and reports in line with the School’s Assessment Recording and Reporting Schedule. Ensure systems are robust, accurate, maintained and executed in a timely manner.
15. Provide theoretical, practical and procedural knowledge of data in schools by keeping up to date with current requirements and good practice.
16. Keep up to date with statute and national guidelines regarding all aspects of statutory returns and funding implications in secondary schools.
17. Monitor the quality of data systems and maintain a clear understanding of GDPR and the implication that it has for managing school data.
18. Assist the Data Manager and Assistant Head with preparing and maintaining the school timetable throughout the year.
19. Assist the Data Manager with all beginning and year-end processes.
20. Deputise for the Data Manager when required.

*Other Duties*

* To carry out any other duties commensurate with the grading of the post as requested, in the most effective, efficient and economic manner available.
* To attend full staff, departmental and other meetings with staff working groups as requested.
* Participate in training and other learning activities and performance management and development as required.
* To comply with Health and safety responsibilities as part of performing the role
* Carrying out any other reasonable duties as requested by the Data Manager

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

All appointments are subject to a satisfactory DBS Enhanced Disclosure and other safeguarding checks

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable**  |
| **Experience**  | Experience of working in a data environment.Proven ICT experience.Managing and developing data systems and producing accurate reports. | * Previous experience of working as a Data Officer (within a school environment would be preferred but not essential).
 |
| **Skills & knowledge** | * Excellent statistical and analytical skills.
* Excellent ICT and skills including spreadsheets, word processing and databases.
* Adept at communicating data and analysis to all stakeholders.
* Excellent interpersonal and communication skills, both written and oral.
* Ability to focus on detail, accuracy and consistency.
* Ability to resolve problems and find best solutions in data management.
* Excellent organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.
* Ability to work independently, be self-motivated, trustworthy and with a high level of commitment and determination to succeed.
* Possess a positive attitude and be flexible.
* Commitment to continuous professional development.
* Ability to maintain confidentiality.
* Have an interest in education.
 | * Working knowledge of using a MIS especially pertaining to reporting.
* Good knowledge of the work of the school and school processes.
* Ability to provide support to teaching staff and other users of IT systems.
* Working knowledge of SISRA, ALPs and Nova T6.
 |
| **Qualifications**  | * Minimum of A Level or equivalent L3 qualifications.
 | Evidence of formal ICT training and development. |