Ursuline College
Job Description/Person Specification

Data Manager

Operational Line Mgr: Academy Principal

Grade: KR7
Hours per week: 37
Weeks per year: 41 (Term time plus INSET days plus 10 days)

Main Purpose of Job:

- ***To support the school community in its use of data to pro-actively and effectively monitor and track student behaviour, progress and performance to ensure that all students achieve the best possible academic outcomes.***

Ursuline College All Staff Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school.
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary, in order to keep abreast of developments.

General Administration Duties
- To maintain high personal professional standards of attendance, punctuality, appearance, conduct and develop positive relations with students, parents and staff.
- Support the school office function in any task necessary to ensure the smooth running of the school.
- To evaluate and improve your own practice, and to take responsibility for your continuing professional development.
- To participate in the performance management process.
- To perform any other duties, including covering the essential work of absent colleagues, commensurate with the grading of the post, as directed by the line manager or senior leaders within the school.

Specific Duties and Responsibilities:
- To undertake direct line manager responsibilities for staff to include leading, motivating, managing and appraising direct reports, ensuring they possess the knowledge and skills to carry out their tasks in an efficient and effective manner.
- To be the expert and school lead for SIMS, 4Matrix, ALPS, CATS, L3VA, PIXL Target Tracker and FFT systems and any other system employed by the school to track and monitor student behaviour, progress and attainment.
- To ensure the integrity, quality and completeness of all data on SIMS so that SIMS can be treated as the primary source of pupil and staff data within the

school, including the import of data for new students to the school, setting up of new academic years, creating student and staff timetables and downloading exam results into Course Manager;

- Prepare regular reports for parents of all pupils in the school in line with school requirements.
- To produce data in a format that SLT, Curriculum Leaders and others can analyse, interpret and report on, ensuring that all internal & external reporting requirements are met.
- To be responsible for the day-to-day operations of the SIMS and other databases, some of which are listed above, including access security, maintenance, system updates and back-ups.
- To lead on staff training of data systems as appropriate
- To plan and co-ordinate the school annual calendar for data collection, recording and reporting, publication of student and staff timetables and statutory census returns in conjunction with line manager.
- Set up and manage systems and processes for the regular collection and tracking of progress and behaviour data for pupils to allow multi-dimensional reporting at a per student level.
- Liaise with teaching staff to ensure data recording is undertaken in a timely manner, investigating missing data / anomalies and supporting staff with queries relating to data and assessment / behaviour recording.
- Collate, monitor and summarise data to identify patterns and trends in pupil attainment and behaviour, supporting the Academy Principal and senior and middle Leadership in the analysis and interpretation of the information.
- Devise and produce routine and adhoc reports on pupil progress, attainment and behaviour for individual pupils and cohorts of pupils for review by the Academy Principal and senior and middle Leadership.
- To ensure that all data relating to new pupils is complete, accurate and imported onto school systems, liaising with feeder schools where required.
- To ensure that data for school leavers is shared with destination schools as required and to record and report on NEETS.
- To undertake all school reporting requirements, administration and necessary report production, including but not limited to, school and workforce census, pupil progress / attainment reports and results, pupil behaviour reports and any other reports and returns as directed by line manager and/or senior leaders in the school.
- To identify improvements that can be made to data recording systems and/or processes and implement as required.
- To keep abreast of all developments and evolution of the SIMS system.

PERSON SPECIFICATION

Criteria		Essential/Desirable	
Skills, Knowledge & Abilities	Excellent communication skills with ability to influence at senior level within the organisation	✓	
	Ability to organise, manage and prioritise workload effectively and to meet tight school deadlines	✓	
	Ability to work using own initiative	✓	
	Ability to work as part of a team and lead where appropriate in area of expertise.	✓	
	Detailed knowledge of SIMS.net, other relevant software (See job description) and operational school processes including pupil progress and behaviour.	✓	
	Strong analytical skills with proven problem solving ability	✓	
	Ability to adapt to an ever-changing environment	✓	
	Suitable to work with children and relate to them, in particular 11-19 yrs age group.	✓	
	Working knowledge of Data Protection Act	✓	
Previous Experience	Excellent I.T Skills, with proven competency in the use of Microsoft WORD and EXCEL	✓	
	Experience of using SIMS software and other relevant packages	✓	
	Strong analytical skills	✓	
	Experience of providing a quality customer service	✓	
	Experience of working in a school office environment		✓
Qualification/ Training	A good general standard of education, preferably with GCSE Maths and English or equivalent.	✓	
	First Aid qualification (or willingness to work towards)		✓
	Willingness to undertake further training as required.	✓	
Other	Flexible approach to working hours to meet the needs of the organisation	✓	