

Education School Support Team

JOB TITLE:	Data Support Manager
REPORTS TO:	Trust Data & Marketing Director
SUPERVISES:	Not Applicable
SCALE:	Thurrock Band D

JOB PURPOSE:

To provide professional administrative support to the school ensuring accuracy and confidentiality. Working closely with the Trust Data Manager, and Senior Leadership Team to support the administration of school data and competent handling of MIS services.

To collate, quality assure and interrogate all pupil assessment data. To operate and maintain systems designed to accurately record, manage and disseminate data.

To work with Trust Data Manager to ensure all reporting deadlines are met and that reports to parents, staff and Governors are accurate and fulfil statutory requirements.

To support teachers and support staff in the use of data to make informed decisions and set targets.

KEY CORPORATE ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy 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.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

PRINCIPAL ACCOUNTABILITIES

- Provide administrative data support to the school, ensuring accuracy and confidentiality at all times.
- Support the Data Manager with the administration and input of whole school data and ensuring all pupil records and CTF files are imported and exported appropriately.
- Be responsible for the maintaining of all assessment software, MIS and third party, for the production of reports for all pupils throughout the academic year.
- To oversee the collation of baseline data and ensure all baseline data is available to staff to inform teaching and planning.
- To manage the dissemination of data to support report construction alongside the Trust Data Manager.
- Manage the target setting process and support subject leaders with class construction.

- Manage the schools link to the Department for Education (DfE) through DfE Sign-In to ensure accurate recording maintaining and support on the school and Trust Data Manager on statutory processes.
- To have oversight of the current trust MIS system and its use by staff to raise achievement and support in best practice. Ask as an intermediary between staff and MIS support services.
- Support the Senior Leadership Team by providing pupil data-based reports as required, using school specific software.
- Support the Leadership Team in creating, maintaining and operating specialised aspects of the MIS, such as behaviour set-up, reporting tools and student identifiers.
- To assist in the transfer, day to day management and implementation of the timetable.
- To support on the delivery of the specialised aspects of the student census.
- Lead on the MIS end of year processes to ensure each academic is set-up to guidance in a timely manner.
- Work with the Examinations Officer to ensure accurate recording of mandatory data such as QN codes. Support the wider school staff on examinations identifiers such as discount codes.
- Process examination result analysis in line with Central trust procedures and maintain utmost confidentiality during JCQ embargo periods. Be available for A Level and GCSE results days each academic year.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.
- Be involved in extra curricular activities, e.g. open days, presentation evenings.

PERSON SPECIFICATION

Qualifications & Experience Specific qualifications & experience

- Experience of reception work/school office work
- Educated to NVQ Level 2 or equivalent
- Knowledge of relevant policies and procedures
- General understanding of the operation of a school
- Good reading and writing skills
- Ability to count and undertake basic calculations
- Proficient use Microsoft packages.

Communication

- Ability to complete basic forms
- Ability to exchange routine verbal information clearly with children and adults
- Seek support to overcome communication barriers with children and adults
- Ability to negotiate effectively to achieve best outcomes
- Ability to manage difficult or controversial exchanges

Working with children

- Understand and implement the school's behaviour management policy
- Understand and support the differences in children and adults and respond appropriately
- Basic understanding of the learning experience provided by the school
- Basic understanding of the way in which children develop
- Understand the importance of physical and emotional wellbeing.

Working with others

- Understand the role of others working in and with the school
- Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
- Ability to work effectively with other adults in the school
- Ability to provide timely and accurate information.

Responsibilities

- Good organisational skills
- Ability to manage own time effectively
- Ability to follow instructions.

General

- Demonstrate a commitment to equality
- Basic understanding of Health & Safety
- Understand and implement child protection procedures
- Understand procedures and legislation relating to confidentiality
- Be prepared to develop and learn in the role