

## Rushcliffe School – Job Description

<b>Post:</b>	<b>Data Manager</b>
<b>Responsible to:</b>	<b>MIS Leader</b>
<b>Grade:</b>	<b>Grade 5 NJE Spinal Point Range 24-28</b>
<b>Hours:</b>	<b>37 hours per week, term-time only plus 10 days directed by the academy</b>
<b>Updated:</b>	<b>December 2017</b>

### **Core purpose of the role:**

The Data Manager is responsible for the effective and efficient management and administration of all school assessment data processes and the submission of the termly DfE School Census Returns ensuring the school's conformance to all guidance and regulations.

To work in collaboration with the Examinations Officer under the direction of the MIS Leader by undertaking the following duties and responsibilities.

### **Duties and responsibilities:**

The following are the principle duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative and accountability.

- Responsibility for overseeing the management of the assessment data process, providing strategic input into the development and improvement of the process.
- Lead on the production of accurate data analysis and reports as required by SLT and teaching staff.
- Download, analyse and import assessment data from external sources, such as Fischer Family Trust, into SIMS to assist teaching staff in accurate target setting for students.
- Ensure the accurate recording of student data in the school's census return, reporting as required to the Local Authority and the DfE.
- Lead on the set up and maintenance of SISRA, ensuring accurate target, qualification and achievement data is uploaded and recorded.
- Work with the MIS Leader to support others (including the Data Assistant) in the use of data systems.
- Ensure joint working with the Examinations Officer to provide consistency and flexibility in terms of workloads at particular times of the year.
- Responsibility for quality assuring all aspects of the tasks listed above. This includes holding process review meetings, networking and liaising with available experts to ensure continued improvements to processes. .
- Use relevant courses, meetings and training aids to both maintain and develop knowledge, understanding and skills in relation to the tasks and responsibilities of the role.

- Undertake any other duties, which may be reasonably regarded as within the nature and the responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- Safeguard the health and safety of all persons under his/her control and guidance in accordance with the provision of health and safety legislation.
- To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities.

**Agreed by post holder (Print name):** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_