

**JOB DESCRIPTION**

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| **Department** | LITTLE LEVER SCHOOL |
| **Job Title** | Data Manager |
| **Hours** | 37 hours per week - TERM time plus 10 days |
| **Grade** | Grade G SCP 23-27  |
| **Primary Purpose of the Job**  | Support all data management within the Academy  |
| **Responsible to** | Associate Vice Principal / Business Manager  |
| **Principal Responsibilities** | Maintain accurate pupil tracking of key assessment data, thereby assisting SLT and Curriculum Leaders in raising standards within teaching and learning. To provide administration and data support to staff and students within the academy. To develop and maintain the Management Information Systems (MIS) systems, and provide data reporting and analysis for Senior Leaders, the Governing Board, the Trust, and other agencies including the DfE and Local Authority. To support when required during the examination period |
| **DATA AND MIS** * To identify and develop a range of data that can be used to monitor attainment, progress and behaviour throughout the school in order to raise standards.
* To ensure the effective administration of student assessment data systems as per the assessment timetable, mock examination results and public examination results.
* To plan, develop and manage the collection of data using a combination of software applications and school designed methods.
* To develop and manage the school reporting system in conjunction with the appropriate senior leaders.
* To organise all aspects of parent consultation meetings in conjunction with the appropriate SLT member
* To be responsible for effective data analysis and the generation of reports for the Senior Leadership Team, Governing Committee and external agencies.
* To ensure that all pupil information relating to prior attainment is regularly checked and any changes made.
* To obtain prior attainment data for students joining the school mid-year.
* To prepare data for statutory returns e.g. Census, DfE Checking Exercises.
* To review design and implement the appropriate mark sheets for pupil tracking reports and regular reports for all year groups throughout the school.
* To respond to the administration of new initiatives.
* To undertake relevant professional development in order to successfully undertake the above duties.
* To liaise with the SLT to produce statistical information concerning examinations, staff mark book entries and results as required.
* To assist with the administration of the GCSE Options process.
* Set up and maintenance of templates in Academy’s MIS for the collection of student data under the direction of the Assistant Principal.
* Ensure assessment data for student Progress Reports is complete and accurate.
* Assist with the production of student reports.
* Assist with the target setting process.
* Assist with the production of data for statistical returns to the Department for Education, the Local Authority and other external bodies as directed.

**SUPPORT FOR THE SCHOOL*** Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
* Be aware of and support difference and ensure all students have equal access to the opportunities to learn and develop
* Contribute to the school ethos, aims and improvement plans
* Participate in training and other learning activities, as required
* Contribute to the positive relationships with children and adults through communication and interaction
* Undertake any other duties as requested by the school, in line with grading of post
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| **Date Job Description prepared/updated** | February 2024  |
| **Job Description prepared by** | HR Department  |