

## Student Data Manager

### Job Description

#### Lacon Childe School

<b>Grade</b>	NJC scale point 5 (point range 12-17)
<b>Line managed by</b>	Head of Data, Exams and Timetabling
<b>Hours</b>	37 hours per week. Term time only plus the school training days and four other days in August for GCSE results.

#### Summary

- To manage the personal student data to fulfil statutory and school requirements; and student assessment data for Years 6-11, including reporting.
- To assist the relevant member of the senior leadership team in the development and production of the school timetable.
- To support the examinations officer in the running of both internal and external examinations.

#### Specific responsibilities

1. Manage and maintain all student assessment data in Arbor.
2. Manage the student reporting process for all year groups-eg set up the mark sheets and design the report templates under the guidance of senior staff, collect all the data, quality assure the reports and print and issue them.
3. To work closely with the head of data and exams administering the new intake admissions process-eg collect personal and assessment data for new students; liaise with feeder schools to ensure timely collection of data; and report new student data to staff as part of admissions process.
4. To support examinations officer during examination periods.
5. Produce lists, information and data as required.
6. Maintain a detailed working knowledge of all areas of Arbor.
7. Co-ordinate the school's assessment data collection, liaising closely with teaching staff throughout the process.
8. Manage the school's assessment and progress tracking systems including the capture of grades from teaching staff.
9. Produce regular reports on attainment, achievement, progress, attendance, effort, behaviour and rewards on individual students and cohorts of students according to the school calendar that enable managers, teachers and other key staff in the school to accurately evaluate performance, set targets and monitor the impact of planned changes.
10. Assist in target setting and produce detailed analysis of performance for a variety of audiences – eg middle and senior leaders, governors, local authority, Ofsted etc.
11. Produce teaching and learning data sheets for all staff according to the school calendar to enable leaders and managers to improve the quality of teaching.
12. Assist in producing detailed analyses of the GCSE results in August to be available for key staff within 2 days of the results being published.
13. Check examination statistics from other bodies before publication.
14. Assist in the development and production of the school timetable.

15. Allocate and maintain student timetables and grouping records, in accordance with the school timetable and under the instruction of the appropriate member of the senior leadership team.
16. Promote students into the new year structure incrementing their curriculum years.
17. Ensure and manage the smooth transition from one academic year to the next with all sections of Arbor.
18. Set up and maintain registration groups, allocate student memberships, tutors and heads of year.
19. Update and apply periodic and casual changes to courses, teachers, rooms etc.
20. To collate and disseminate relevant data during the Year 9 options process, including producing letters to confirm final choices.
21. Perform the necessary administrative process (e.g. mail-merges) associated with the publishing of such documentation as class lists, student timetables, Year 10 options groups etc.
22. Undertake reception duties as part of the admin team-eg answering the telephone, dealing with students, parents/carers and visitors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

### **Student Data Manager - Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of Microsoft Office packages</li> <li>▪ Good knowledge of Arbor</li> <li>▪ Experience of working effectively with others to meet common goals</li> <li>▪ Experience of SISRA</li> <li>▪ Experience of OFQUAL registration</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in an education or agency setting</li> <li>▪ Experience of working with young people</li> <li>▪ Experience in promoting and ensuring the health and safety of students and staff</li> <li>▪ Experience of procedures relating to child protection and safeguarding</li> <li>▪ Working within an office environment, dealing with members of the public</li> <li>▪ Experience of data transfers</li> </ul>	Application form, interview and references
<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>▪ Suitability to work with young children</li> <li>▪ Able to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to be flexible in order to create effective solutions</li> </ul>	Application form, interview and references. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the

	<ul style="list-style-type: none"> <li>▪ Full working knowledge of relevant policies/code of practice and awareness of relevant legislation</li> <li>▪ Ability to maintain strictest confidentiality and integrity at all times</li> <li>▪ Excellent data input skills</li> <li>▪ Methodical approach to tasks with a key emphasis on accuracy</li> <li>▪ Ability to liaise with other members of staff in a professional manner</li> <li>▪ Knowledge of promoting inclusion and equal opportunities</li> <li>▪ Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload</li> <li>▪ Ability to work constructively as part of a team or individually, understanding school roles and responsibilities and own position within these</li> <li>▪ Ability to organise, lead and motivate other staff</li> <li>▪ Ability to plan and develop systems</li> <li>▪ Ability to cultivate positive and effective relationships to encourage the best possible outcomes</li> <li>▪ Ability to adhere to working procedures and policies within the school environment</li> <li>▪ Ability to work under pressure and meet deadlines</li> <li>▪ Ability to relate to students, staff and parents/carers</li> <li>▪ Ability to deal with problems in a positive and systematic manner</li> </ul>		<p>welfare of children including:</p> <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people, and</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Excellent communication, presentation and interpersonal skills</li> <li>▪ Professional telephone manner</li> <li>▪ Expectations of high standards</li> </ul>		
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>▪ Ability to use judgement and common sense</li> <li>▪ Approachable</li> <li>▪ Ability to prioritise</li> <li>▪ Ability to work on own initiative</li> <li>▪ Excellent personal organisation and self motivation</li> <li>▪ Commitment</li> <li>▪ Reliable and trustworthy</li> <li>▪ Flexible approach to work</li> <li>▪ Honest</li> <li>▪ Ability to be sensitive to the needs of others</li> <li>▪ Ability to be supportive</li> <li>▪ Professionalism</li> <li>▪ A sense of humour, warmth, energy, stamina and resilience</li> <li>▪ Willingness to reflect upon his/her experiences in a critical and constructive manner</li> <li>▪ High standards of personal appearance</li> </ul>	<ul style="list-style-type: none"> <li>▪ An enthusiasm for challenge, development and innovation</li> </ul>	Application form, interview and references
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▪ NVQ 3 or equivalent qualification or experience in a relevant discipline</li> <li>▪ GCSEs or equivalent in English and maths</li> <li>▪ Excellent IT, numeracy and literacy skills</li> <li>▪ Willingness to undertake further professional development</li> <li>▪ Appropriate knowledge of first aid</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recognised first aid certificate</li> </ul>	Application form and certificates

***The Shropshire Gateway Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.***