

## WALBOTTLE CAMPUS

<b>DIRECTORATE:</b>	Education and Libraries
<b>SCHOOL:</b>	Walbottle Campus
<b>POST TITLE:</b>	Data Manager
<b>SCALE</b>	N7
<b>RESPONSIBLE TO:</b>	Director of Support
<b>JOB PURPOSE:</b>	<ul style="list-style-type: none"><li>➤ To ensure delivery of high quality data management support to senior and middle leaders</li><li>➤ To ensure that all data management and connected procedures are implemented to the highest standard</li><li>➤ To analyse and prepare reports on student performance</li><li>➤ To oversee the work of the Examinations Manager</li></ul>
<b>MAIN DUTIES:</b>	The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time

### Key responsibilities:

#### To oversee the work of the Examinations Manager to ensure that:

- All relevant communications from examinations boards are circulated and received by relevant staff.
- Entries are collated and presented to the entries to the examination boards efficiently.
- Communication with the boards of all matters relating to examination entries, results and queries are carried out effectively.
- Communication with staff and others in matters relating to performance data is carried out effectively.
- Examinations Policy is kept up-to-date in line with any national changes.

### Managing information and performance data

- To use SIMS.net modules, which will include assessment manager, performance analysis, Profiles 7, Reports, Nova T, Examinations:
  - To establish and maintain such systems that enable staff to record student assessments, student reports and examination entries.
  - Import and export data from and to external agencies.
  - Use the above data to generate, store and where appropriate print student assessments, student review documents and a wide variety of analysis documents.
- To collect, collate and analyse data appropriate to each Key Stage.
- To provide data/reports to Governors/Leadership Team.
- To manage the Census information across school to ensure all relevant information is in place.
- To provide all staff with the tools to analyse student performance and train staff as appropriate.
- To undertake training and research to ensure the most up-to-date local and national data management solutions are available to school leadership and governors.

### Additional

- Assist in creating and maintaining the school Academic Structure and Timetable in SIMS.net.
- Help to develop the use of other SIMS.net modules.
- Oversee the options process and parents' evenings relating to this.
- Liaise with a wide range of staff and other organisations.
- Provide structures for reports across all modules for use by all staff.
- Lead staff training in the use of the various elements of the data management system.