

## Job Description

**Post:** Data Manager  
Job I.D1965  
Pay Grade L07

### **Job Purpose:**

Organise and supervise the operation and delivery of SIMS administrative systems in school. Be responsible for/manage the planning, development and monitoring of SIMS data support services, including data management, reporting. Contribute to the management of examinations, timetabling and whole school SIMS systems. Manage the data and reporting aspect of SIMS and be responsible for training of all teaching staff and relevant support staff in the SIMS systems. Tracking and monitoring selected pupils to encourage achievement.

### **Main Duties & Responsibilities**

#### **Organisation**

- be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems, procedures & policies
- line Management responsibilities;
- manage relevant support staff;
- be responsible for the creation and implementation of training/mentoring systems for all teaching staff and relevant support staff;
- hold regular meetings with relevant support and be available to attend teaching staff meetings if deemed relevant.

#### **Administration**

- take a lead role in developing and monitoring management information systems;
- determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information
- be responsible for the design and effective operation of assessment and reporting procedures;
- be responsible for the oversight of the timetabling process;
- be responsible for the oversight of the examinations process;
- be responsible for the submission of relevant information to SLT, the governing body and outside agencies e.g. DfES.

## Resources

- identify the need for, select and manage resources, including management of examinations budget;
- be responsible for the provision of specialist advice and guidance to SLT & governing body etc. on national and local guidelines/policy/statute etc.
- interpret matters of policy/procedure/statute to ensure school is compliant and initiate appropriate action arising;
- identify the need, and be responsible, for securing appropriate licences etc;
- liaising with relevant staff for devising marketing and promotion strategies for the school;
- be responsible for the effective management of all SIMS administration procedures, including responsibility for compliance with regulations;
- be responsible for all teaching staff and relevant support staff training needs with regards to Assessment, Recording, Reporting, Examinations and Timetabling;
- ensuring ongoing development of all teaching staff and relevant support staff with regards to SIMS systems;
- tracking and monitoring selected pupils to encourage achievement;
- liaise with the Site Manager on matters of Health & Safety within the school.

## Responsibilities

- comply with and assist with the development of policies and procedures relating to assessment, recording & reporting, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- be aware of and support difference and ensure equal opportunities for all;
- contribute to the development and implementation of the overall ethos/work/aims of the school;
- develop constructive relationships and communicate with other agencies/professionals as relevant to the role;
- participate in training and other learning activities and performance development as required;
- recognise own strengths and areas of expertise and use these to advise and support others.

## Contacts

Headteacher  
Deputy Headteacher  
Business Manager  
All Teaching/Non Teaching Staff  
Education Authority  
Governors

## Person Specification

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<b>Item</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>➤ NVQ 4 or Degree or equivalent qualification or equivalent in relevant discipline;</li><li>➤ excellent numeracy/literacy skills.</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>➤ several years' experience working in a business environment at a management level.</li></ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>➤ full working knowledge of relevant polices/codes of practice/legislation;</li><li>➤ ability to interpret advice/statute and to devise policy/practice in the light of these;</li><li>➤ ability to management a multi-disciplinary team effectively;</li><li>➤ ability to relate well to children and adults;</li><li>➤ ability to persuade, motivate, negotiate and influence;</li><li>➤ ability to self-evaluate learning needs and actively seek learning opportunities</li></ul>	

Signature:-

Postholder..... Date.....

Headteacher..... Date .....