



CORPUS CHRISTI

We are His body, living and learning as one.

Job Description

School Data Manager

The post holder will report to the Headteacher or other designated member of SLT. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

Main Purpose of the Job:

To work collaboratively with all staff and parents in order to support student well being.

To work in co-ordination with the SLT member responsible for examination co-ordination to produce cover lists, school timetable and school data.

To further develop expertise in the software used by schools for timetable construction

Main Duties

- To produce set and class lists as required.
- To produce data on staff deployment, PTR etc
- Ensure that all relevant timetable data is kept up to date
- Assist with the development of appropriate reports, school profiles and other sources of information on performance for the school.
- Assist the Senior Leadership Team, to develop appropriate performance targets for the school as required.
- To provide for the SLT, LA and other external agencies, a core set of analyses of curriculum data.
- To develop plans/strategies for future implementation
- Co-ordinate and oversee the gathering of relevant data for the OFSTED and other external inspections.
- Utilise relevant equipment and software packages in order to provide a fully comprehensive Timetable information system.
- Be responsible for the accuracy, confidentiality and security of data produced by self and other people.
- To deputise for the Cover Manager in periods of absence preparing daily cover lists, duty rotas, examination cover lists and the school timetable.

- To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
- To undertake personal development to improve own practice
- To assist with pupil welfare duties including the supervision of students at lunchtime under the agreed system for the school to ensure the safety and welfare of pupils.
- To assist with school administrative duties including exam invigilation as part of the agreed system for the school.
- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.

General

- To attend training and administer basic first aid as and when required
- To maintain confidentiality relating to the staff and students of the school at all times.
- To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances
- To undertake all duties with full regard to the Health and Safety at Work Act
- To contribute to the overall ethos, work and aims of the School and Trust
- To participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the school as may be reasonably expected, which are commensurate with the grade of this post.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

**Person Specification
School Data Manager / Timetable Administrator**

| CRITERIA | ESSENTIAL OR DESIRABLE | HOW / WHEN MEASURED *A/I/R/SP |
|---|-------------------------------|--|
| QUALIFICATIONS | | |
| Excellent personal and office organization skills | E | A/I/R/SP |
| Excellent numeracy and literacy skills | E | A/I/R |
| EXPERIENCE | | |
| Experience of developing plans and strategies for future implementation. | E | A/I/R |
| Experience of managing examination and other school data | D | A/I/R |
| KNOWLEDGE / SKILLS / ABILITIES | | |
| Knowledge and understanding of the curriculum data analysis provided to the SLT, LA and other external agencies | E | A/I/R |
| Demonstrable ability to operate various software packages and information technology systems. | E | A/I/R |
| Good keyboard and mouse dexterity and the ability to operate information technology equipment. | E | A/I/R |
| Good communication skills, for effective interaction with service users, colleagues, external educational agencies and members of the public. | E | A/I/R |
| Excellent analytical skills to dissect information in order to accurately complete and maintain relevant records and produce complex reports and returns. | E | A/I/R |
| Ability to work on own initiative and plan own workload. | E | A/I/R |
| Effective and persuasive communicator both verbally and in writing, with the ability to exchange complex information with different audiences. | E | A/I/R |
| PERSONAL STYLES / BEHAVIOUR | | |
| To act with the utmost integrity at all times | E | A/I/R |
| To deal with any emergencies that may crop up in a calm manner and remain calm and in control in difficult circumstances | E | A/I |
| To be motivated to complete tasks to the required timescales and quality standards | E | A/I/R/SP |
| Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work. | E | A/I/R/SP |
| The flexibility to adapt to changing workload demands and new school challenges. | E | A/I/R/SP |
| To maintain confidentiality relating to the staff and students at all times | E | I/R |
| To contribute to the Catholic ethos of the school | E | I |
| To be committed to equal opportunities | E | I |
| To uphold all aspects of safeguarding | E | I |
| To be willing to consent to apply for an enhanced disclosure and barring service check | E | I |