

THE EAST MANCHESTER ACADEMY



- Post:** Assistant Data Manager and Exams Officer
- Scale:** Salary negotiable depending on experience
- Application:** *Deadline:* **Friday 10th February 2012**
- Permanent:** Full time, 35 hours per week, Term Time Only + 10 Days
- Responsible to:** Vice Principal and Timetabling & Data Manager

The person appointed will be accountable for the use of systems in school in raising standards and performance across whole school. You will advise and assist the SLT, Governors and Data Manager in target setting and detailed analysis of school performance. You will have opportunities to lead staff through target setting process, data analysis, and RaiseOnline, etc, via whole school delivery of teaching staff INSET using own materials and systems.

Main Duties and Responsibilities:

1. SIMs System

- Manage system permissions, issuing passwords and ensuring all staff have correct access to the information management system
- Assisting in the co-ordination and completion of the school census and other statistical government returns
- Responsibility for the development and support of the common transfer system to provide consistency of data from school to school
- Create and publish .net reports and templates on request
- Setting up and maintaining procedures for entering and updating medical information in SIMS, and supporting those who upload and manipulate pupil and staff data
- Create and update medical category lookup fields appropriate for the school
- Set up and maintain the behaviour management procedures and records, accomplishments, certificates and associated reports
- Oversee that all SEN data is up to date with regard to agency involvement and records, etc.
- Prepare and publish SIMS user guides.

2. Assessment

- Support the schools designated assessment co-ordinator in the development and provision of data for analysis
- Manage the creation and maintenance of grade sets, mark sheets and report templates
- Develop and support parents and pupils with accessing their school data on line
- Create systems to provide data to inform Strategic Leadership Team on value added performance of individual teachers, subjects and departments.

3. Reports

- Assist in the setup and maintenance of pupil reports, monitoring and pupil tracking systems
- Coordinate report content requirements with the assessment coordinator
- Coordinate timely availability and completion of report data with assessment coordinator data
- Create and issue internal reports to Tutors, Pupil Support Manager and SLT
- Support parents and pupils with accessing their children's' reports on line.

4. Examinations

- Co-ordinate an effective and efficient examinations system.

5. Timetable

- Support the school's timetabler in the development and production of the school timetable
- Prepare a new academic year calendar in SIMS
- Promote pupils into the new year structure incrementing their curriculum years
- Ensure and manage the smooth transition from one academic year to the next with all sections of SIMS
- Set up and maintain registration groups, allocate pupil memberships, tutors and Pupil Support Managers
- Update and apply periodic and casual changes to courses, teachers and rooms
- Ensure the smooth transfer of data between Nova-T→Assessment Manager→Academic management→Lesson Monitor
- Responsible for managing entry into the Academic Management in SIMS.

6. Other responsibilities

- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
- To participate in the school's performance management scheme, ensuring that performance standards and targets are set and met within the agreed timescale
- Liaise with designated SLT member responsible for examinations, curriculum and assessment
- Training of governors on data and interpreting results and findings. Assisting them to use and understand data and target setting
 - Keep up to date with all Curriculum and ICT developments
 - Responsible for ICT training and data training of teaching and support staff on data systems
 - Support teaching and support staff in the use of data to raise standards of pupil and staff performance
 - Lead the use of Raise Online for school improvement purposes
 - Create and develop systems to enable the effective monitoring of vulnerable pupils
 - Participate in strategic decision making of the school as and when required by the Principal and SLT
 - Participate in strategic school self evaluation as and when required by Principal and SLT
 - Keep abreast of current guidance, requirement and good practice in relation to target setting, the effective use of data and the construction of an effective curriculum timetable
- To undertake all reasonable any other duties as directed by the Principal.

Applications should include:

- an application form (downloaded from our website: www.theeastmanchesteracademy.org.uk);
- a CV and the name and address of two referees.

Safeguarding

The East Manchester Academy is committed to safeguarding and protecting the welfare of children and young people. This commitment to robust Recruitment Selection Induction procedures extends to organisations and services linked to the Academy on its behalf.

Person Specification

Assistant Data Manager and Examinations Officer

Qualifications

- Relevant qualification in ICT / Business Administration

Experience

- Experience of working in a data management capacity within education
- Experience of managing and developing data systems, such as SIMS.net
- Experience of producing accurate data for reporting and assessment
- Experience of forming and maintaining network relationships
- Information gathering and analysis
- Creating and maintaining data capture and data entry templates
- Experience of working in an Examination administration role within a school environment.

Knowledge and Understanding

- Understanding and knowledge of effective data management strategies
- Knowledge of school timetable
- Knowledge of statutory data reporting requirements such as school census
- Understanding of and commitment to equal opportunity issues within the workplace
- Knowledge of examination administration and regulations.

Skills and Abilities

- Ability to keep up to date on relevant policies and procedures in line with the duties identified in the job description
- High level computer skills
- Enthusiasm, self motivation and good communication skills
- Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and to influence others through persuasion / discussion
- Good team player, positive outlook, and a good sense of humour
- Ability to be self motivated, flexible and well organised to manage, at times, unpredictable and variable workloads.

The post demands a very high level of understanding of data management and its complexities. There is a very high demand for precision in this post. The work involves making frequent decisions and exercising own initiative. The post holder will play an integral role with regard to how the school should collect data and use it to ensure school self-evaluation with the aim of raising standards across the school.

There is significant levels of work related pressure, interruptions and conflicting demands upon this post. Staff are highly reliant on the pupil specific data that is produced by this post holder.