



## **FAIRLANDS MIDDLE SCHOOL**

### **JOB DESCRIPTION**

- 1 **NAME:**
- 2 **POST:** Data and Information Manager  
34.5 hours per week term time only
- 3 **GRADE:** SOM 13
- 4 **RELATIONSHIPS:**
  - 4.1 The post holder is responsible to the School Leadership Group in all matters.
  - 4.2 Liaison on a professional basis with all colleagues, teaching and non-teaching is expected
- 5 **PURPOSE OF THE JOB:**

Manage administrative duties associated with pupil assessment, attainment and progress analysis, reporting and attendance.
- 6 **KEY TASKS:**
  - 6.1 Undertake administrative tasks associated with all testing of pupils, including National Curriculum Tests.
  - 6.2 Responsible for inputting, collating and providing data and reports linked with pupil assessment (including feeder and transfer schools), attendance, timetabling, detentions, etc.
  - 6.3 Manage the organisation of Parents' Evenings.
  - 6.4 Responsible for Data Protection working with the DPO at the Local Authority.
  - 6.5 Maintain the registers for a variety of pupil information.
  - 6.6 Oversee the setting up and maintaining of Pupil Record folders.
  - 6.7 Provide administration support to Deputy Headteachers/SENDCO and support to administration team colleagues as required, e.g. answering telephone, administering school mailbox.
  - 6.8 Undertake clerical work associated with curriculum handbooks, schemes of learning and other materials associated with school documentation.
  - 6.9 Access and produce reports to provide useful analysis from SIMS applications and other systems such as spreadsheets.
- 7 Oversee the work of the Pupil Records team in order to ensure workloads are appropriate, staff development is carried out and issues are presented to the School Leadership Group.
- 8 The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment and will count as directed time as detailed in such statement and as defined by the Headteacher.

- 9 The safeguarding of children in the Mendip Edge Federation is everyone's responsibility.
10. This job description does not define in detail all duties/responsibilities of the post, will be reviewed and may be subject to modification or amendment after consultation and agreement with the post holder.