

FAIRLANDS MIDDLE SCHOOL

JOB DESCRIPTION

- 1 **NAME:**
- 2 **POST:** Data 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, recording, reporting, attendance and attainment analysis.
- 6 **KEY TASKS:**
- 6.1 Undertakes 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 Manages the organisation of Parents' Evenings.
- 6.4 Maintains Registers for
- Gifted & Talented Pupils (including courses attended)
- Pupils' Reading and Spelling Ages
- Pupils requiring Basic Entitlement provision
- 6.5 Oversees the setting up and maintaining of Pupil Record folders.
- 6.6 Provides secretarial support to Assistant Headteachers and SENCO.
- 6.7 Clerical work associated with departmental handbooks, schemes of work and other materials associated with school documentation.
- 6.8 Accesses, produces reports and provides useful analysis from:
SIMS.net and other SIMS applications and other systems such as spreadsheets.
- 6.9 Oversees work of the Pupil Records team in order to ensure cover as appropriate, staff development and represents issues to School Leadership Group.
- 7 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.
- 8 The safeguarding of children in the Mendip Edge Federation is everyone's responsibility.
- 9 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.