

Wellington School



Job Description Data Manager

Responsible to - Assistant Headteacher (Data). 26 hours per week – term time plus some additional days during school holidays.

Overall Responsibility:

- To enter, edit and manage the data required for external and internal use.
- To co-ordinate production of reports including interim assessments

Main Duties

- Along with line manager be responsible for the production of individual and group reports required by School leaders, Governors and external agencies.
- Provide effective administration and management of a wide range of data.
- Manage input and retrieval of pupil data, including assessment and examination data.
- Keep all records up to date.
- Set up pupil data tracking system enabling teachers and pastoral staff to monitor pupil performance across key stages.
- Publish and collate pupil assessment outcomes for distribution to parents.
- Prepare electronic retrieval systems that enable teachers to monitor the progress.
- Carry out year end functions for pupil data.
- Share expertise and skills with others.
- Contribute to the development and implementation of the overall ethos/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training and other learning experiences as required.
- Liaise with line manager to establish best working practices and ensure their implementation.
- Any additional duties and responsibilities appropriate to the grade and level of responsibility of the post

Flexibility

- Work extra hours when required:
 - to ensure reports are produced on schedule
 - when school is being inspected by OFSTED

NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post-Holder / Line Manager and Headteacher.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The Post-Holder, irrespective of his / her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.