**Job Description**

**Job Title:** Data and Information Manager

**Responsible to:** Assistant Headteacher (Raising Standards)

**Liaison with:** Senior Staff, Teaching Staff, Support Staff and students

**Salary Scale:** Scale 10, Point 34-37

**Purpose of the Job:**

To be responsible for information management throughout the school, including pupil data, the Bromcom system and records of processing activities

**Main Duties and Responsibilities:**

* To import results and database information to and from systems such as FFT, CATS,4 Matrix and ALPs
* To be the Bromcom system manager
* To support in the analysis of examination data to provide information and reports for departments and SLT
* To manage the submission of results from examination data and assessment data for analysis
* To support in the analysis of data for transition between key stages
* To provide target setting data and performance reports for the Senior Leadership Team, Governors and external agents such as OFSTED or School Improvement Partner
* To be responsible for the transfer of the timetable from Edval to Bromcom and general maintenance of the timetable throughout the year
* To compile student data returns, including school census, to the LA, DfE and other appropriate agencies
* To ensure that the data systems and analysis are accurate and reflect changes in assessment requirements
* To oversee the assessment and reporting data collection process
* To assist in the training and support for staff in the use of data systems and in the analysis of data
* To work with the ICT Network Manager and other agencies to ensure maintenance of all data systems
* To monitor and review the effectiveness of the data systems and to inform future planning of developments
* Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
* Benchmark systems and information to assess trends and make appropriate recommendations
* Prepare information for publications and returns for the DfE, LEA and other agencies and stakeholders within statutory guidelines
* Consider approaches for existing use and future plans to introduce or discard technology in the school
* Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
* Attend Senior Leadership Team, full Governing Body and appropriate Governors’ committee meetings upon request
* Plan and manage change in accordance with the school improvement plan
* Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
* Establish systems to monitor and report on the performance of technology within the school
* Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
* Ensure contingency plans are in place in the case of technology failure
* Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of data supplied
* Monitor, assess and review contractual obligations outsourced for school services
* Ensure the safe maintenance and security operation of all school premises
* Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
* Follow sound practices in estate management and grounds maintenance
* Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
* Any other duties commensurate with the grade

## General Notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment

2. This job description describes the range of duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed

3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time, after consultation with the holder of the post

 The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher

 This job description does not form part of the contract of employment. It describes the range of duties the post holder is expected and required to perform

4. Post holders may deal with sensitive material and should maintain confidentiality in all school-related matters

Signature (post holder) ……………………………………… Date ………………

Signature (pp school) ………………………………………. Date ……………….