| **Job Title: Data Manager and Timetabling Officer** | **Department: Education** |
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| **Grade: S02****Hours:** 36 **Weeks**: **Term Time + 2 weeks (including one week around exam time)** | **Date last updated: September 2022** |

| **EQUALITY AND DIVERSITY** |
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| We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.  |

###### **Overall Purpose of Job**

* To support the school administration processes in the management of the student information and the timetable.

**Person reports to: Pupil Services Officer**

**Person supervises: Exams and Data Assistant (with regard to the data aspect of her role)**

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## **Key Tasks and Accountabilities**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

**Data Management**

1. To support with the development of the assessment structure in line with the school’s assessment and reporting policy. To work with Curriculum Team Leaders, Departments and senior staff on ways of using assessment and reporting to improve academic achievement.
2. To liaise with Curriculum Team Leaders and senior staff to build and maintain a system of tracking academic achievement, attendance, punctuality, behaviour and other activities to ensure that assessment for learning is taking place
3. Analysing and presenting data to inform strategic planning and target setting and to support the formulation and review of the Whole School MER.
4. Support Senior Leadership Team and Middle Leaders in developing and analysing student data
5. Producing, disseminating and collating assessment templates and marksheets for staff entries
6. Producing termly data sheets, and updating them during the following each TA cycle
7. Producing a variety of assessment reports to track student attainment and progress
8. Preparing data for whole school and curriculum area self-evaluation, review and target settings processes
9. Preparing and producing and annual reports for Parents’ Evening for all students
10. Supporting Curriculum Team Leaders in student data reviews and performance analysis and interpretation
11. Train staff on the use of data, and in using SIMS, Go4Schools, Excel and any other data tracking software which the school may use
12. To manage the SIMS Pupil Database, ensuring all upgrades are successful, amendments are processed precisely and promptly to maximise accuracy and effectiveness.
13. To import ULNs from Secure Transfer website to comply with compulsory census fields
14. To assist Network Team in housekeeping routines by providing information on students with inactive accounts
15. To supply school record information on ex-students to prospective employers once their written consent has been obtained
16. Setting-up of systems to deal with electronic transfer of student assessment data both into and out of school
17. Producing statistical returns and importing / exporting data as required for external agencies
18. Managing and maintaining the assessment management software package used by the school (Go4Schools)
19. To liaise, with the Office Manager with regard to the Free School Meals entitlement process and maintain up to date student records
20. To ensure accurate tracking of PPG data
21. To assist the Exams Officer as and when necessary
22. The completion of the School Census and other statistical returns required by the LA and Government
23. To assist with general administrative duties in the main office as required
24. To produce data to support the school’s annual exams analysis
25. To keep up-to-date with developments relating to student progress
26. To record achievement data for new students and follow up missing information

**Timetable Support**

1. To be responsible for writing the school timetable, in liaison with the Pupil Services Officer
2. To liaise with the member of SLT responsible for the curriculum to ensure that the timetable reflects the strategic direction of the school curriculum
3. To support the Pupil Services Officer in the management of the school timetable, entering the pastoral structure, making class, group and band changes as and when required and processing the annual Academic Year Promotion. To assign all students to classes and rooms, resolving timetable clashes and ensuring that there are no blanks.
4. To be responsible for the administration of the Alternative Curriculum
5. To be responsible for liaising with the CTLs to ensure that the deployment of classes meets the needs of the school
6. To inform the headteacher in good time when the exigencies of the timetable might require staffing changes
7. To make the necessary mid-year changes to the timetable when changes in staffing occur
8. To be responsible for the school options system in liaison with the Pupil Services Officer
9. To deal with and resolve queries relating to staff and student timetables

| **IMPORTANT INFORMATION FOR APPLICANTS**The criteria listed in the Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give examples wherever possible. |
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| **CRITERIA** | **METHOD OF ASSESSMENT** |
| **KNOWLEDGE****Essential*** Must have a good knowledge and experience of administrative procedures.
* Understanding of the requirements of the job.
* Knowledge and ability to use SIMS, Nova T and assessment manager software
 | Application Form / Interview / Certificate /Test |
| **QUALIFICATIONS****Essential*** Degree or high level qualification and have an excellent level of numeracy and literacy.
* Appropriate IT qualification / experience.
 | Application Form / Interview / Certificate / Test |
| **EXPERIENCE****Essential*** Able to demonstrate a high degree of initiative, self-motivation and drive. Working to agreed deadlines with minimal supervision.
* Excellent level of IT skills. Must have high level of skills and experience of MS Office applications and the internet.
* Experience of working as part of a team in an office environment.

**Desirable*** Experience in and/or a commitment to working with young people.
 | Application Form / Interview |
| **SKILLS AND ABILITIES****Essential*** Evidence of managing set tasks including the ability to strategically plan, prioritise, coordinate and organize.
* Good level of interpersonal, communication and presentational skills.
* Ability to work under pressure.

**Desirable*** Ability to form and maintain appropriate relationships and personal boundaries with children and young people, including those with challenging behaviour.
 | Application Form / Interview |
| **PERSONAL STYLE AND BEHAVIOUR****Essential*** Must be willing to work flexibly – according to the needs of the school.
* Must be able to use initiative, be decisive and able to communicate with confidence.
* Must be able to work under pressure adapting to changing priorities.
* Must be able to reflect on own performance with a view to improvement.
 | Application Form / Interview |