**Directorate:** Children & Young People

**Service:** Secondary School – Werneth School

**Post Responsible to:** Deputy Headteacher

**Post Responsible for:** No responsibility for staff

**Hours:** 37 hours a week term time plus 5 days

**Grade:** Scale 4 Point 7 - 11 £19,544 - £21,166 Pro Rata

***(Postholder must attain Enhanced DBS Certificate)***

**Main Purpose of the Job:**

To provide efficient and effective data support for the Headteacher, Deputy Headteacher and staff of the school.

**Overall Responsibility**

Support the Senior Leadership Team in ensuring the effective management and recording of data and its use by members of staff. Assist in the maintenance of the school database system (SIMS/ 4Matrix) and other data systems and software to ensure effective assessment, reporting, attendance and examinations processes. Provide data analysis and summaries and analyse student data across the year groups.

**Summary of Responsibilities:**

1. Assist in the data input for the School Information Management System (SIMS).

2. Manage other data systems and software including FFT Aspire and 4Matrix

3. Liaise with the ICT service providers over operational issues connected to the SIMS and

 other data software and to remain abreast of developments in the software.

4. Be the point of contact for all matters relating to all data systems.

5. Analyse data across the school and design and create reports as required by senior staff.

6. Managing SIMS Assessment and Reporting

7. Work with colleagues responsible for admissions and attendance to maintain the student

 database, and ensure the maintenance of accurate personal records.

8. Co-ordinate with the Admissions Officer and the Local Authority to ensure the transition

 of student records from Year 6 to Year 7 ensuring that all aspects of data relating to new

 intakes and casual admissions are obtained and correct.

9. Assist with the administration of the GCSE options processes.

10. Ensure that all operating systems and data systems linked to SIMS are regularly updated.

11. Support in the importation into SIMS of examination results for all students.

12. Update and maintain other data systems and software.

13. To provide training to other members of staff, as requested by Senior Leaders, on the

 effective use of SIMS and other data systems and software.

**Assessment recording and reporting**

1. Support staff in the recording of all assessment data and assist the Senior Leadership Team in ensuring deadlines are met.

2. Work with the Senior Leadership Team to plan and oversee whole school reporting.

3. Produce reports to agreed timescales and deadlines.

4. Produce regular data analysis and summaries of student achievement and/or progress data for Governors, Senior Leaders and other teaching staff.

5. Produce other reports as requested from time to time by the Senior Leaders.

6. Develop the format and style of mark sheets and reports to support the work of the Senior Leadership team and other teachers.

7. To provide training to members of staff, when requested by Senior Leaders, on the effective creation and use of mark sheets, and the use of Microsoft Excel.

8. Be proactive in keeping abreast of relevant current issues in the field and take the

initiative to recommend changes where appropriate.

**General**

1. To unequivocally support and promote the values and ethos of Werneth School

2. Be aware of the responsibilities under GDPR and other relevant legislation for the

security, accuracy and significance of the personal data held in the school’s systems.

3. Have due regard for safeguarding and promoting the welfare of children and young

people, and follow all associated child protection and safeguarding policies as adopted Werneth School.

4. Work in accordance with the School’s Health and Safety policies and procedures.

5. Carry out any other responsibilities compatible with the role.

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| This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of Werneth School in relation to the post holder’s professional responsibilities and duties. |