



# Churchill Community College

## Administration Family

Job Description		
Role Title	Typically reports to	
Data Manager	Headteacher	
JE Code	Grade	Date of profile
	8	12/03/21
Purpose of the role (job statement)		
<ul style="list-style-type: none"> <li>Organise, coordinate and supervise the college management information system, including student reporting systems and processes systems within the College.</li> <li>Contribute to the planning, development and monitoring of support services and/or management of support staff including coordination and delegation of relevant activities.</li> </ul>		
Main Duties:-		
<p><b>Key Tasks</b></p> <ul style="list-style-type: none"> <li>Student Assessment and analysis of data</li> <li>Support for data relating to examinations, both entries and results</li> <li>Maintenance of student records</li> <li>Management of Assessment Manager</li> <li>Whole school data management</li> <li>Lead on the administration and maintenance of Google Classroom</li> </ul> <p><b>Student Assessment and analysis of data</b></p> <ul style="list-style-type: none"> <li>Creation and analysis of internal student assessment behaviour and attitude to learning data</li> <li>Support Senior Leadership Team/Learning Coordinators and Curriculum Leaders in developing and analysing student progress data as per the College calendar</li> <li>Sourcing and importing Key Stage 2 results from Key to Success</li> <li>Producing Assessment templates for staff entries</li> <li>Producing half-termly assessment reports for student progress tracking.</li> <li>Preparing data for departmental self-evaluation, review and target settings processes. Producing statistical returns and exporting data as required for public bodies</li> <li>Producing statistical information and analysis of both students and staff for various audiences</li> <li>Setting targets for students under guidance of the Headteacher</li> </ul> <p><b>Managing Google Classroom</b></p> <ul style="list-style-type: none"> <li>Creating classes and managing/maintaining classrooms automatically created by the MIS</li> <li>Setting up users, resetting passwords</li> <li>Managing class memberships (teachers and students)</li> <li>Extracting and analysing data from Google Classroom using the API to provide detailed reports e.g. attendance at Google Meets, completion of assignments</li> <li>Designing systems to provide appropriate reports from Google Classroom in relation to setting and completion of class and homework tasks</li> <li>Supporting staff, curriculum leaders and senior leadership team to analyse and use Google Classroom</li> </ul>		



# Churchill Community College

## Administration Family

### Reporting to Parents

- Support the production of the College Assessment, Recording and Reporting Calendar
- Ensure staff meet deadline for completion of reports for each year group
- Lead on the preparation of report templates for annual reports to parents
- Administer the production and distribution of the reports to parents for each year group on a half termly basis.
- Developing and updating the information to staff and parents about the reporting process.
- Organise the efficient organisation of parents' meetings and Target Setting days, including letters, text messages, setting up of events, attendance sheets etc.
- Collate information following parents' meetings in terms of attendance and parent evaluations.
- Compare parental responses from one meeting to the next.

### Maintenance of student records

- Ensuring all student records are accurate and up to date in line with student census guidelines
- Working closely with Admin to ensure that data is entered in a standardised manner and providing support and training as necessary
- Generating and checking Student Census report and dealing with any errors
- Working closely with Admin in managing FSM entitlement updating on regular basis
- Overseeing on/off roll process and ensuring that all school and legal requirements are met, such as generating CTF's
- Downloading and importing CTF's for all admissions and mid-term admissions

### Examinations

- Working with the Examinations Officer ensuring accuracy of both entries and amendments.
- Supporting the Examinations Officer to ensure the efficient administration of external examinations including the analysis of student performances
- Supporting Examinations Officer in identifying rooming and staff availabilities
- Checking of all Exam Results against certification for Awarding Bodies
- Back-up Examinations Officer in case of any absence

### Organisation

- Take a lead role in planning, development, design, organisation and monitoring systems/procedures/policies relating to student data
- Line Management responsibilities, where appropriate
- Liaise between managers, teaching staff and support staff
- Assist with recruitment/induction/appraisal/training/mentoring for other staff

### Administration

- Take a lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data/ produce detailed reports/information, as required
- Produce, and respond to, complex correspondence
- Provide organisational and complex advisory personal support to other staff
- Provide organisational and complex advisory support to the Governing Body
- Manage complex administrative procedures
- Be responsible for completion and submission of complex forms, returns etc. including those to outside agencies e.g. DfES



# Churchill Community College

## Administration Family

### Resources

- Undertake administration of complex procedures
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Liaising with SIMS support to resolve any technical issues
- Ensure the completion of the relevant statistical data to external bodies, this will include but is not limited to: Census, Student Census, DFE data checking exercise, Tables Checking (KS4 and KS5 data for online examination results), Analyse School Performance
- Operate relevant equipment/complex ICT packages including Assessment Manger, Exams Organiser and SISRA
- Operate Google sheets and Google Admin
- Advanced Excel skills
- Developing information and resources to support the completion of grade collections on a half termly basis
- Health and safety management

### Other Duties

- Any other duties as may reasonably be requested by the Director of Support Services. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

### Responsibilities:-

- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security,
- confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- participate in training and other learning activities and performance development, as required.



# Churchill Community College

## Administration Family

Person Specification – Data Manager		
Area	Criteria	Requirement
<b>Skills Knowledge Aptitudes</b>	<ul style="list-style-type: none"> <li>• Effective use of specialist ICT packages</li> <li>• Use of specialist equipment/resources</li> <li>• Full working knowledge of relevant policies/codes of practice/legislation</li> <li>• Ability to organise, lead and motivate other staff</li> <li>• Ability to plan and develop systems</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team: understanding school roles and responsibilities and your own position within these</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Experience of command line scripting or accessing data via an API</li> </ul>	<p>Essential Essential Essential</p> <p>Essential Essential Essential Essential</p> <p>Essential Desirable</p>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Education to degree level in ICT or other relevant discipline</li> <li>• NVQ Level 4 in or A level in ICT, or other relevant discipline</li> <li>• Excellent numeracy/literacy skills</li> </ul>	<p>Essential Essential Essential</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successfully working within a team and independently analysing, interpreting and presenting data for a range of audiences</li> <li>• Working successfully with a wide range of people</li> <li>• Liaison with other agencies and individuals</li> <li>• Several years' experience working in office environment at a senior level</li> <li>• An understanding of the education sector</li> <li>• SIMs or other school information management systems</li> </ul>	<p>Essential</p> <p>Essential Essential Essential</p> <p>Desirable Desirable</p>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• A supportive and co-operative team member</li> <li>• Reliable</li> <li>• Standards driven</li> <li>• Friendly and helpful attitude towards others</li> <li>• Ability to take initiative, negotiate and influence</li> <li>• Ability to think laterally and find creative solutions to problems</li> <li>• The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body</li> <li>• To uphold the school's policy in respect of child protection matters</li> <li>• All staff members participate in the school's performance management /appraisal scheme.</li> </ul>	<p>Essential Essential Essential Essential Desirable Desirable Essential</p> <p>Essential Essential</p>



# Churchill Community College

## Administration Family

Conditions of Service
National Joint Council

Signature of post holder

Date     /     /

Signature of headteacher

Date     /     /

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.