**Job Description:**

**Data & Cover Manager**

**Name:**

**Reports to**: Member of Senior Leadership Team

**Start date**: ASAP

**Salary**: Scale 8 Pt 31 (point 27-34)

**Hours**: Full time 36hrs per week, all year round.

**The role**

To maintain up to date records of student personal and assessment details, ensuring that the information kept is both accurate and confidential.

**Key responsibilities**

* To take responsibility for all areas of data input, output and integrity within BromCom including attendance & behaviour reporting, census returns, admissions/leavers, exclusions, timetabling, student details, staff details, supporting the exams office in theimporting of examination data, maintaining assessment system, recording students’ special needs through the co-ordination and working with the SENCO, rewards & house points
* To collect assessment data from individual teaching staff using established procedures in order to ensure student information is gathered and entered in to relevant systems
* To manage the staff cover process within the Academy
* To maintain the Assessment records of student progress, making sure that all information held is accurate and reliable for the Vice Principal responsible for Assessment and Data
* To provide reports, as requested, for the EfA, LA, Governing Body, Principal, SLT, staff, students and parents regarding assessment information, ensuring the provision of accurate and appropriate information to relevant parties
* To provide Assessment and Target information for students and staff across the Academy
* To work with the member of SLT responsible for Assessment and Data in the setting of targets for students in each year group
* To assist with the Academy’s annual students reporting procedures ensuring that students receive regular and timely academic feedback
* To maintain relevant databases, including personal records on students, using BromCom, the Student Information Management system, in order to ensure that they are up to date and fit for purpose
* To assist the Examination Officer when the need arises in order to meet the needs of relevant teams and individuals around the school
* To assist in the management of the casual admissions and leavers procedure, ensuring that the Office Manager liaises with students and collects and stores the relevant information, in order to ensure the smooth running of the process
* To report on exclusions to the LA
* To coordinate data and systems across the Academy aimed at ensuring the Principal has access to up to date and accurate information at all times including attendance information for the Pastoral Team and that the appropriate reports are generated as needed
* To attend Ark Network Meetings for Data Managers across the network
* Undertake other various responsibilities as directed by line manager

**Other**

* To undertake training and development relevant to the post and in line with the Academy’s developing profile.
* Undertake any other tasks as directed by the Principal or line manager.

*This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the postholder’s annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the postholder subject to the Principal’s approval.*

**Person Specification: Data Manager**

**Qualification Criteria**

* Right to work in the UK
* Qualified to degree level or equivalent.

**Experience**

* Experience of working in a similar role in a school environment
* Experience of working with CMIS or SIMS
* Experience of working with Scheduler.

**Personal characteristics**

* Genuine passion and a belief in the potential of every pupil
* Helpful and positive nature, calm and caring
* Flexible and committed
* Understanding of the importance of confidentiality and discretion.

**Specific Skills**

* Excellent IT skills, included advanced expertise in Microsoft Excel and Microsoft Access
* Good administrative and organisational skills
* Good written and oral communication skills.

**Other**

* Commitment to the safeguarding and welfare of all pupils
* This post is subject to an enhanced Criminal Records Bureau disclosure.

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