



VERULAM
SCHOOL

Headteacher: Fergal Moane

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St Albans
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Job Description

Job Title: Data Manager
Grade: H9
Responsible to: Headteacher through Deputy Headteacher
Accountable for: Students and staff databases
Hours: 37 hours per week, term time plus 3 weeks

Core Accountabilities

- Student class lists and data
- Core pupil and staff data
- Student Options: Yr 9 and GCSE
- National and local returns
- Assessment and reporting

Key Tasks:

Data Manager

- To have overall responsibility for MIS data
- To be aware of future developments and implications for the school
- To investigate and report on the data requirements of all school staff
- To attend relevant MIS training
- To support in the training of staff in the use of the MIS
- To decide levels of access for staff

Core Pupil and Staff Data

To have overall responsibility for MIS Core Pupil data including:

- All basic pupil data
- School admissions
- Services for Young People (careers)
- SEN
- FSM / PP
- CLA
- Travel method
- Permissions; inc. image/video, visits and biometrics
- Student options

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- Class lists; inc. production, upkeep and working with HoDs/HoFs on set changes and allocation of students to half year groups based upon option choices
- Archiving electronic student reports
- Sixth form Learning Aims and QAN codes
- Leavers
- Database housekeeping
- Database setup procedures
- School statutory returns
- Complete annual data checking exercise across all year groups
- Upload new student data into year group

Staff Data

- Creation of new records and management of leavers. Support HR officer with upkeep of contractual records
- Reporting for the school workforce census

GDPR and Data Protection

- Processing of Subject Access Requests
- Providing advice and guidance on data composition, retention and flows between systems

Returns

To produce and export local and national returns including:

- Autumn census
- Spring census
- Summer census
- November workforce census

Assessment and Reporting

- Production and distribution of student reports in partnership with other Data Manager
- Support in statement checking exercise for SLT and PD to HoY
- Archive and upload of reports to allow parental view
- Production of reports for students such as Y9 options summaries
- Management of data on Bromcom Student Portal and My Child At School
- Upload of assessment data and overall management of analytics tools (e.g. SISRA, ALPS, FFT Aspire)

Exams

- Support the exams officer on GCSE and A-level results days to download results, upload to Bromcom and prepare results slips for students

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- Ensure that exams data is prepared for use by SLT and Head of KS4/5 to conduct post-results analysis

Other Roles

- Year 6 into 7 Transition Process – Lead responsibility
- Year 11 into 12 Sixth Form choices
- Produce module choice leaflet
- Manage Yr 9 online module choice system throughout academic year
- Collaboration with BSV data managers to configure and support the Bromcom Virtual School
- Support the timetabler during the academic year including import of the new year timetable into Bromcom MIS, configuration of teaching groups and student lists in the MIS and intra-year timetable changes
- Attend and support school events including Open Evening and Yr 7 Induction

Additional Information

This is a key role within the school which is likely to involve access to highly confidential information and will require working with students across the school as required.

All staff are expected to comply with the school's safeguarding policy.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

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