Salary	Circa £27,943 p.a
Contract:	Permanent, term time only + 3 weeks (42 weeks per year) 36 Hours (excl meal breaks) 08:00 – 16:00
Reports To:	As a member of support staff, the post is professionally responsible to the Headteacher but will report to and be directed by, an assistant Head teacher on a day-to-day basis.
Location:	In the Data office but may be required to work anywhere within the school.

CONTEXT:

Chestnut Grove Academy is a high performing convert academy which prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level. The student capacity is approximately 1300 students.

Our learning environment has been transformed with state of the art facilities for both staff and students as a result of moving into new buildings in 2017.

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Teaching School Alliance, of which we are the lead strategic partner with Chesterton Primary School.

PURPOSE OF JOB:

Overall responsibility for the consistent and accurate production and development of student and examination data across the school and curriculum, using the school's management information system (MIS). To provide effective leadership and management to teaching and non teaching staff in the effective administration and interpretation of data. To oversee the effective administration of external and internal exams and to ensure that all sources of information production including reprographics, are efficient and fit for purpose.

NB: The School's Management Information System (MIS) is currently **"Bromcom"**

1. KEY RESPONSIBILITIES & TASKS:

1.1   DATA: To ensure that the following are delivered accurately and to deadlines, providing management and training as appropriate:

a)   Assessment:

- Sourcing and importing Key Stages 2, 3, 4 and casual admission data onto MIS,
- Creation of student baseline, progress data and target grades;
- Producing assessment reports for students,
- Producing data files from MIS for submission to external support services,
- Providing training and support to teaching staff inputting assessment data,
- Providing analyses and advice to the Senior Leadership Team,
- Managing ALPS, 4Matrix and other data analysis software.

b)   Student & Staff Records:

- Managing and training support staff to ensuring that all student personal and contact data is entered correctly and in a standardised way;
- Generating and checking Census returns in liaison with SLT,
- Producing statistical returns and exporting data as required for other public bodies,
- Managing the on/off roll process and ensuring that all Academy and legal requirements are met;
- Ensure compliance with the Academy's Data Protection Policy,
- Keeping up to date with changing requirements from Department Of Education,
- Maintaining Learning aims on the Sixth Form database.
- Ensuring data for new staff members is correctly and efficiently added to the MIS.

c)   Timetabling:

- Supporting the Assistant Headteacher in the construction of the school timetable;
- Implementing *ad hoc* timetable changes after the start of the academic year,
- Overseeing daily cover and room changes.

d)   Curriculum:

- Creating teaching groups and tutor groups; .
- Adding and removing students to SEN, EAL and G+T cohorts and any other cohorts as necessary.
- Ensuring all students have complete timetables.

e)   Systems Management:

- Maintaining the MIS and My Child at School (MCAS) installations and resolving all technical problems,
- Liaising with the MIS provider to resolve any technical issues

- Managing access rights to the MIS and any MCAS and ensuring that they adhere to the Academy's policy on data security,
- Providing training and technical support to MIS and any MCAS users,
- Advising the Senior Leadership Team on strategic developments for Data Management.

f)   Examinations:

- Ensuring effective exam results analysis for SLT.
- Preparing data for departmental self-evaluation, review and target setting processes,

1.2   MANAGEMENT

- If relevant, to line manage any data administration staff,
- To lead other support staff in using the MIS.
- To develop, manage and mentor all staff involved in using MIS as appropriate.

1.3   GENERAL RESPONSIBILITIES

- To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- To be fully aware and understand the duties and responsibilities pertaining to the Children's act 2004 in relation to child protection and safeguarding children and young people.
- To be aware of the principles of safeguarding as they apply to vulnerable adults.
- To comply with school's health and safety policy at all times and to take responsibility for own and others Health and Safety; ensuring issues are raised or reported as required to senior management or Health and Safety representatives.
- Be aware of and support difference and ensure equal opportunities for all.
- To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
- To engage actively with the performance review process and take responsibility for own development.
- To undertake any other duties of a reasonably similar nature in the school, if directed and to comply with any reasonable request from the Headteacher or SLT to undertake work of a similar level.

2.   PERSON SPECIFICATION:

2.1   *Qualifications, experience and knowledge.*

Mandatory:
- Minimum GCSE Maths and English A* to C, 9 to 4,
- Significant experience of extracting, interpreting and forecasting complex data to tight deadlines,
- Extensive knowledge of Excel and the data/exams framework used in schools.

Highly Desirable:

- An understanding of assessment data and its interpretation;
- An awareness of the performance indicators, used to evaluate school performance;
- Higher Level qualification in relevant field e.g. Business/ICT/Statistical/Maths etc
- Significant Experience of working in a busy office or administrative environment at a similar level.
- Demonstrable experience in delivering effective administrative and organisational skills.
- Experience of leading, managing and developing staff.

2.2   Competencies & Skills

- Excellent IT skills and knowledge of software and databases (e.g. Word, Excel, Powerpoint, MIS etc);
- Excellent oral and written communication skills;
- Excellent organisational and administrative skills;
- Evidence of the ability to work to high standards of accuracy, including the ability to analyse and work methodically, with a meticulous eye for detail;
- Evidence of ability to work under pressure and to meet tight deadlines;
- Good presentational skills
- Good interpersonal skills;

2.3   Personal attributes

- The ability to work in a team, effectively dealing with a range of styles and personalities;
- Honesty, integrity and reliability in the handling of sensitive and confidential documents and information;
- Confidence and assertiveness in dealing with staff and students at all levels;
- Willingness and ability to work flexibly at peak times.
- The ability to empathise with young people.
- Ability to show resilience under pressure.
- An excellent record of attendance and punctuality.

Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the school in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise professional development through multi-skilling opportunities and the need to ensure a collaborative approach in all aspects of work.

Any significant changes to this job description will be discussed with the individual.