# Sandringham School
## Job Description

**Job Title:** **Assistant Data Manager**
**Hours:** 35 hours per week, term time plus 2 weeks
**Accountable to:** Headteacher through Leadership Line Manager
**Salary:** H6-H7 per annum pro rata
**Start Date:** **May 2023**

**Background:** The core work of the Assistant Data Manager will be driven by the Data Manager

## Core Accountabilities
1. Core pupil data
2. Assessment and reporting
3. Student data lists including Contact Lists for Trips
4. Administration of Parent Teacher Consultation software

## Key Tasks

### Core Pupil Data
- To have overall responsibility for MIS Core Pupil data including:
- All basic pupil data
- FSM / PP
- LAC
- Travel method
- Permissions; inc. image/video, visits and biometrics
- Upload new student data into year group
- Student photo management

### Assessment and reporting
- Support the reporting and assessment cycle, configuring data capture templates and producing reports electronically for parents and students.
- To maintain and enhance the school performance spreadsheets and external systems, e.g. SISRA, Alps Connect so the performance data is ready to review after each reporting cycle.
- Provide support to Leadership in creating student subject targets for each academic cycle and to have these targets available in the MIS system as appropriate.
- Attend workshops to ensure we are keeping up to date with best practice.

### Staff Attendance and Cover
- Manage and maintain the staff absence request system
- Provide ad-hoc and emergency cover allocation support
- Support the collation of data relating to staff absence and cover for reporting to the Leadership Group and governors

### Other Roles
- Set up parental accounts for a variety of systems so they have appropriate access to support their children. This includes access to informing related to rewards, consequences, attendance, reporting and email and SMS services
- Manage the setup and population of SchoolCloud, our online parents evening booking and appointment system

- Work with the SEND Team to support the data management of key documents (such as Class Profiles and SEND Reports)
- Assist Data Manager with End of Year procedures
- To establish and maintain systems for pastoral data tracking (including those for attendance and behaviour)
- Bromcom training, first and second line support for teachers and support staff

This job description will be reviewed annually 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.

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