PRINCIPLE RESPONSIBILITIES:

- To produce reports and analyse data, including examination performance as requested by the Senior Leadership Team

- To provide target setting information and performance reports for the Senior Leadership Team, and external agents such as Ofsted

- To work with the Senior Leadership Team in setting clear and workable deadlines for data collection and reports.

Responsible for ARBOR:

- Input of data using Arbor packages to assist with the fully integrated student database.
- Responsible for the upgrading of the system and issue notification to staff of changes in the modules from each upgrade. These are quite technical and are currently the responsibility of IT Support
- Awareness of external Arbor training and matching this to internal need.
- Prepare and deliver Arbor training and matching this to internal need.
- Supervision of data input to ensure accuracy.
- Setting up of new systems to meet the needs of the Senior Leadership Team, Heads of Year and Faculty Leaders.
- Responsible for DCSF Statutory Returns – School Census – 3 times per year
- Producing a bank of reports for all to use.
- Reporting on all data held within ARBOR.
- Reporting and solving Arbor software problems – liaising with IT and the County Support team when necessary.
- Keep accurate records of all groups in ARBOR e.g. PP, LAC and EAL data.
- Liaise with the Local Authority to ensure data held is accurate and up to date.
- Liaise with the Assistant Principal/s responsible for the timetable, Heads of Year and Heads of Department to create class lists for the coming academic year.
- Prepare Arbor for the coming academic year and perform student curriculum assignment in Arbor.
- Prepare weekly Attendance and Achievement Reports.
- Liaise with Assistant Principal to produce timetables for the next academic year and assist with timetable changes throughout the academic year
- Support and liaise with the Attendance Officer.

Responsible for School Data:

- Setting up and maintaining Arbor Assessment Manager and 4Matrix /Alps/ Fft/ GL software
- Determine the need for and evaluation of data and detailed reports/information.
- Provide detailed analysis and evaluation of data/and produce detailed reports/information as required
- Write, design and produce reports illustrating trends in school data.
- Liaise with Heads of Departments, Heads of Year and Senior Leaders in producing information to raise student achievement.
- Be responsible for completion and submission of complex forms, returns etc. to SLT, and to outside agencies e.g. Dept for Education.
- Provide data to inform parents of individual student progress.
- Produce detailed analysis of student targets and assessment information to Heads of Department and Senior Leadership Team.
- Liaise with Examination Officer regarding external/internal data produced from the examination process.
- Provide analysis of examination results.
- Provide recommendations on school data collection, methods of analysis and methods of collection.
- Produce and respond to complex correspondence
- Provide organisational and complex administrative support to other staff.
- Provide organisational and complex advisory support to the Governing Body (if required by the school).
- Manage complex administrative procedures.
- Undertake research and obtain information to inform decisions.

PERSON SPECIFICATION

Arbor and Assessment Data Manager

	Essential	Desirable
Qualifications and experience:	Equivalent to at least GCSE Grade C standard or equivalent in English and maths. Experience of successful administration experience to support the day to day operation of an establishment / company Experience of managing data and maintaining accurate records and filing systems	Further education qualifications in a related field. Degree. Experience of providing high level support in a busy, learning environment.
Knowledge and skills:	Experience of development, management and operation of administrative systems. Experience of working in a school administration environment. Working knowledge of ARBOR. Knowledge of school protocols and procedures Ability to proficiently use office computer software including word processing, spreadsheet, databases and internet systems. Excellent verbal and written communication skills appropriate to the need to communicate effectively with all stakeholders. Ability to build and form good relationships with students, colleagues and other professionals.	A current knowledge and understanding of appropriate education legislation and requirements, for example safer recruitment, safeguarding and exclusions.
Personal qualities	Team player Ability to organise and prioritise own workload Work under pressure and to tight deadlines Flexible Meticulously accurate Integrity and honesty Commitment to self-development Warmth and a sense of humour Evidence of the stamina required to cope with the demands of the post.	

This job description will be reviewed annually as part of the performance management process 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, including the provision of high quality teaching and learning across the Academy and the pastoral care of the students in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.