

GOSFORTH CENTRAL MIDDLE SCHOOL

Post Title: School Business and Data Manager

Pay Scale: N7

Responsible to: Head Teacher

Responsible for: Support staff as allocated

Job Purpose: To provide a high quality of administrative, financial and other support such as take a lead role in the collection, analysis, monitoring and tracking of data and assessment across the school

Main Duties: The following is typical of the duties the post-holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Strategic Planning

1 To ensure the school makes the best possible uses of resources through effective strategic planning.

Finance

2 To ensure compliance with the financial management standard in schools.

3 To prepare budgets, prepare reports for governors and LA, as well as track performance to budget.

4 Prepare appraisals for delegated projects and to plan for the future development of the school in line with the school development plan ensuring best value at all times.

5 Bid for sponsorship funding by developing contacts and raising the school profile.

6 Plan and maintain budgets for BSA and to oversee spend and hold budget holders to account.

Managing information and performance data

7 To support school management in all aspects of handling, inputting, analysing and interpreting data.

8 To prepare reports and advise school management on performance data and other data as required. Present reports to the governing body, where required.

9 To assist staff, pupils and parents in monitoring pupil progress and attainment.

10 To work closely with staff in the school and participate in training programmes to further professional development and the sharing of good practice.

11 To assist in the maintenance of appropriate data and information records ensuring their security and confidentiality.

12 To manage and use ARBOR as a system for holding school assessment data.

13 To co-ordinate, input and analyse assessment data throughout the school.

14 To work with Deputy Head teacher- on identifying trends, patterns, areas of good practice and areas of underachievement linked with student attainment.

15 To produce Interim Assessment reports on a termly basis for all pupils.

Human Resources

16 To develop and maintain an accurate Single Central Record file.

Estate Management

17 Respond to security alerts along with the Head Teacher and Deputy Head Teacher.

18 Take an active role in liaising with architects and contractors during any building projects to ensure that the project runs to plan and making sure that contract files are maintained.

19 Ensure any snagging problems are followed up to the schools satisfaction.

Whole School Administration

20 To manage the administrative function including the admin and ICT facilities, school reception, reprographics, records and telephones.

Marketing and Liaison

21 To help promote the school to parents, partners and the local community.

General

22 To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.

23 Assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.

