



JOB DESCRIPTION

Post:	Data Manager
Grade:	Grade G: £25,991 - £28,672 Actual salary: £22,804 - £25,156
Hours:	37
Weeks:	40 (TTO + 10 days)

Purpose of the job:

To be responsible for all aspects of the day-to-day management of the systems and processes for the inputting, analysis and reporting of data to support the efficient and effective teaching and learning as well as enhancing the management of the school.

Responsibilities and accountabilities:

- To support the school's focus on learner achievement by providing data analysis as necessary and benchmark information.
- To take a role in the management and monitoring of new and emerging technologies, methods and means of data collection, analysis and reporting.
- To contribute to the management and monitoring of an effective ICT enabled assessment and achievement framework.
- To ensure that all systems, processes and procedures are adequately documented and accessible to all relevant staff.
- To ensure that all procedures, systems and processes are 'fit for purpose' and devised in consultation with relevant stakeholders.
- To manage the input of data in the construction of the academic timetable in liaison with the Trust's central team and the Senior Leadership Team.
- To manage and co-ordinate the maintenance and upkeep of the timetabling system including upgrades, amendments and updates.
- To take responsibility for management of the 'Options' software.
- To manage and co-ordinate the day to day maintenance of the academy's management information systems (SIMS).
- To manage and co-ordinate the day to day maintenance of the academy's databases as required.
- To manage and co-ordinate all reporting to all relevant internal and third-party organisations, including school census.
- To manage and co-ordinate the collection, storage and analysis of all relevant student data as appropriate in liaison with SLT.
- To manage and co-ordinate all aspects of the student performance tracking and reporting system.
- To manage and co-ordinate all aspects of the ICT driven examination analysis and reporting systems.
- To provide appropriate staff training and guidance in the use of the academy's data management system.
- Verifying accuracy of DfE statistics results, data and certificates before communicating them to internal and external agencies, and local press.

- To ensure strict confidentiality in all areas of work.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).
- To understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer immediately.
- To comply with the school's policies and procedures at all times.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

This job description may be subject to change, following consultation between the post holder and the school.

The school is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate and checks of the relevant barred list / prohibition lists.

PERSON SPECIFICATION
Data Manager

	Essential	Desirable
QUALIFICATIONS		
GCSE in both Maths and English grades C or above (or equivalent)	*	
Recognised and relevant vocational qualification (NCQ level 4) and/or equivalent practical work experience	*	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	*	
EXPERIENCE & KNOWLEDGE		
Previous experience of working with and interpreting data	*	
Working knowledge of Nova-T6 and input of whole academy timetable	*	
Knowledge of computerised student information and assessment systems	*	
Recent experience of working in a school environment		*
Knowledge of school qualifications		*
Experience within a successful supervisory role		*
SKILLS		
Excellent communication and listening skills	*	
Excellent relationships with staff and students	*	
Ability to respect and maintain confidentiality	*	
High levels of accuracy and attention to detail	*	
Working knowledge of standard computer packages (word processing, email databases and spreadsheets)	*	
Efficient and effective organisational skills	*	
Ability to work under pressure and to deadlines	*	
Ability to work independently or as part of a team	*	
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS		
Commitment to self and team development	*	
Work in ways that promote equality of opportunity, participation, diversity, and responsibility	*	
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*	
A professional responsibility to promote and safeguard the welfare of children and young people	*	
The post holder will require an enhanced DBS	*	