# Regional Data Manager

**Deadline**: Friday 19 January 2018

**Shortlisting**: Shortlisted candidates will be notified by Wednesday 24 January 2018

**Interviews:** Wednesday 31 January 2018

Ark Schools prides itself on having a sector-leading approach to information systems and data analysis. With 36 schools currently open and several more under development, we are looking to appoint an experienced, well-organised, enthusiastic and highly effective Data Manager to work across a number of our schools.

The successful candidate will be responsible for the collection, organisation, input, analysis, presentation and distribution of data relating to pupil attainment and progress. Bespoke training will also be provided on how to support a range of data tools, cutting edge visualisation tools, and other powerful analytics tools that have been developed in-house.

This is a fantastic opportunity, for an enthusiastic and ambitious IT graduate or an existing Data Manager looking to grow in their career, to join our talented data and systems team.

**Start date:** ASAP

**Salary:** £30,000 - £38,000 (depending on experience) + 11% pension contribution

**Length of post:** Permanent

**Location:** London & Hasting, with some travel to Ark Schools in other parts of the UK

**Accountable to:** Head of Data & Systems, Principals and Regional Directors

**Apply:** [**https://goo.gl/DVqi9u**](https://goo.gl/DVqi9u)

## Purpose of the role

Outstanding management of data can make a significant difference in schools and to the lives of young people. The successful candidate will therefore provide Ark Schools with effective remote and on-site delivery by carrying out a range of information management functions to support school leaders and teachers to take informed decisions. This includes the effective management of all core data for the school which relates to pupils and is stored within the school management information system or our own proprietary data system. The appointed person would ensure the integrity and quality of data held throughout the year, and ensure that analysis and insights from the data are accurate.

## Our ideal candidate will

* Have extensive experience with a range of school Management Information Systems (MIS), or be a highly skilled data/information management graduate.
* Be highly numerate with a keen attention to detail
* Willing to travel regularly between Ark Schools as required for the role
* Be aligned with the Ark Schools' vision and values

## Key responsibilities

* **Provide on-site routine support to schools**
  + Develop and manage all aspects of the school MIS, including effective day-to-day operation of the MIS and associated data systems.
  + Ensure the validity and integrity of the data held within the MIS and associated data systems.
  + Support in-school colleagues in the use of the MIS and associated data systems, in order to develop capacity within the school.
  + Support school leaders by utilising tools to develop annual curriculum planning, timetabling and teaching group management tasks.
  + Support school leaders and teachers around key assessment cycle tasks, including data entry and reporting.
  + Ensure that all external data returns are completed accurately and punctually.
* **Provide ad-hoc data services to schools**
  + Perform housekeeping activities within the school MIS following termly data audits.
  + Identify and raise concerns regarding schools’ practices with data, processes, policies and security.
* **Provide remote support to schools**
  + Up to 1 day per week, provide first and second line remote telephone and email support to schools as part of the core data services team.
* **Communication across the network**
  + Work closely with network assessment and data leads to ensure knowledge and understanding is up to date.
  + Work with the wider data and systems to ensure robust and effective procedures and supporting documentation are in place for the on-going use and development of Ark School’s data function.
  + Maintain familiarity with the data requirements of each school.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.

## Person Specification

* **Qualification criteria**
  + Qualified to degree level or above
  + Right to work in the UK
* **Knowledge and experience**
  + Extensive experience with a range of school Management Information Systems (MIS), or be a highly skilled data/information management graduate.
  + The successful candidate should be able to demonstrate high levels of numeracy
  + Experience of any of the following would be highly advantageous:
    - School MIS
    - MS Excel
    - Tableau
    - SQL database systems
* **Skills and abilities**
  + Have an interest in data management and analysis, particularly in the Education Sector
  + Good attention to detail
  + Vision aligned with Ark
  + The ability to skilfully manage and maintain effective working relationships
  + Be able to communicate on a technical level with other IT professionals, and in non-technical terms to academic colleagues
  + The ability to follow instructions accurately
  + Strong interpersonal, written and oral communication skills
  + Highly computer literate, with particular skill using spreadsheets
  + Strong organisational and time-management skills
  + The ability to work well under pressure
  + The ability to be decisive
  + High levels of honesty and integrity
  + Hard working, conscientious and accurate
  + Adaptable, flexible and able to work with minimum supervision
  + Approachable, calm and caring
  + Passion, resilience and optimism to lead through day-to-day challenges
  + A commitment to the safeguarding and welfare of all students
  + An understanding of the importance of confidentiality and discretion
  + The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop
  + Confidence and self-motivation

## Location

Central London, with up to 4 days per week within Ark Schools predominantly in London and Hastings. Schools within the Ark network are located across London, Birmingham, Portsmouth and Hastings, and you may be required to travel to these locations as part of your role.

## Other

This post is subject to a Disclosure and Barring Service Check.

If you would like to find out more about this role, or working for Ark Schools, please contact [Lauren Thorpe](mailto:lauren.thorpe@arkonline.org?subject=Enquiry%20re:%20Regional%20Data%20Manager%20role), Head of Data & Systems Strategy at Ark Schools.