

**JOB DESCRIPTION: Data Manager**

**Job Purpose:** To lead the strategic development and operational delivery of an effective Management Information System to ensure measurable, meaningful and comprehensive information and data services for the school.

**Working Arrangements:** 36.5 hours per week, all year round.

Specific hours may be negotiated to meet the needs of the individual and the school.

**LINE MANAGEMENT / SUPERVISION:**

**Responsible to:** Assistant Headteacher

**Level of supervision:** Regularly supervised

Work independently within established guidelines subject to scrutiny by supervision

 Plan own work to ensure the meeting of defined objectives

**Liaison with:** Leadership, Teaching and Support Staff

**Main Duties and Responsibilities:**

* To take responsibility for coordinating annual student target setting process across all key stages using FFT Aspire as a basis, along with the professional judgement of teachers;
* Manage the day-to-day operation and maintenance of the MIS and pupil tracking systems including attendance and behaviour data;
* Undertake statistical analysis of pupil progress and other school data to support the Leadership Team to identify the key strengths and areas for development;
* To take responsibility for the co-ordination of all data feeds from external agencies, including the DfE and Fischer Family Trust, and disseminating to the Leadership Team along with key lines of enquiry;
* To take responsibility for the submission of statutory data returns where necessary, e.g. school censuses;
* To take responsibility for the co-ordination of data input for termly student reports via the Go4 Schools online system, including the set-up and maintenance of markbooks, in accordance with the school’s assessment calendar;
* To work with Curriculum Leaders in relation to performance tracking systems, offering support where necessary, to ensure they are familiar with and are regularly using the assessment systems available to them;
* To provide advice and guidance to staff at all levels on using and interpreting statistical information, where required, including presentations and training sessions as required, ensuring data literacy across the school;
* To take responsibility for producing detailed exam performance reports versus estimates/targets for teaching staff at all levels, enabling them to analyse their results and identify key lines of enquiry, including the submission of data and examination results as required e.g. FFT/Oxford Analytics;
* To monitor student data as inputted by school staff to ensure a high degree of accuracy;
* To produce ad-hoc reports for bespoke data analysis (e.g. analysis of disadvantaged students’ attainment) as requested;
* To provide graphical analysis of data to Governors, the Headteacher, Leadership Team and teaching staff as requested;
* To work with the Leadership Team to develop new and existing data systems, researching and making recommendations for change where necessary;
* To keep abreast of the latest guidance regarding school performance measures and relay information to the Leadership Team where necessary;
* Line Management of Data Assistant, including Performance Management processes, delegating tasks where appropriate;
* Providing continuing CPD for Data Assistant to enable them to work at a higher level.

**Special Conditions:**

* To, at all times, accept responsibility for safeguarding and promoting the welfare of children.
* To understand, familiarise self with, and abide by all school polices, including, but not limited to, Equal Opportunities, Confidentiality, Health and Safety and Internet Code of Practice
* Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Staff Disciplinary Policy.

**PERSON SPECIFICATION – Data Manager**

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|  |  | **ESSENTIAL** | **DESIRABLE** |
| **1** | **Qualifications / Training** | Qualifications at a level relevant to the post;Willingness to learn and undertake relevant additional training and self-development. | Additional qualifications in ICT |
| **2** | **Relevant Experience** | Previous experience in a similar role;Experience of supervising a team. | Experience of developing plans and strategies for future implementation;Experience of training staff in the use of data management software would be an advantage. |
| **3** | **Knowledge** | Knowledge and understanding of the data requirements of a secondary Academy;Knowledge and understanding of safeguarding practise in schools. |  |
| **4** | **Skills / Ability** | Excellent IT skills and demonstrable ability to operate various software packages and ICT systems;Particularly strong Excel skills to manipulate and present data in a range of formats;Excellent understanding of and demonstrable skills in using data management software;Strong numeracy and statistical skills | Experience of using CMIS, ePortal, Go4Schools |
| **5** | **Personal Skills** | Strong analytical skills to dissect information and produce complex reports and returns;Effective and persuasive communicator both verbally and in writing, with the ability to exchange complex information with different audiences;High level of accuracy and attention to detail;Ability to work under pressure and to tight deadlines;Ability to work on own initiative and plan own workload and that of others;Flexibility to adapt to changing demands and challenges;Personal commitment to excellence and continuous self-development;Positive, enthusiastic approach |  |