

# **Job Description – Data Manager**

# **Leadership and management of the Management Information Systems**

**Post:**  Data Manager

**Purpose:** To work with the senior leadership team to raise educational standards by leading and administrating the academy’s management information systems.

To lead and manage the accurate collection, collation, analysis, and distribution of student data.

**Salary:** PO1 33-36 TTO + 4 Weeks

**Responsible to:**  The Headteachers, Olive Academies

## Core Purpose

## To work with the senior leadership team to raise educational standards by leading and administrating the academy’s management information systems.

* To lead the production and management of all data reports on the academy systems including those required by the Senior Leadership Team, Local Accountability Board and Board of Directors.
* To support students’ learning through the review, production and analysis of assessment data, in conjunction with the leadership team and the Principal.
* To maintain the management information system (SIMS) within the academy.
* To support teacher effectiveness by ensuring all aspects of assessment and analysis of progress are enhanced by good quality, reliable and informative data sets.

## The Role

 **Data**

* To maintain the integrity of all student data in the MIS system.
* Lead training sessions for new systems e.g. MIS, Arbor for all staff.
* Create log-ins for the MIS, Arbor etc.
* Manage student passwords for access to ICT
* To ensure data sets are completed by Data Harvest deadlines and forwarded to the relevant members of SLT
* Create headline analysis for SLT and others at each Data Harvest
* To carry out year-end procedures in the MIS system
* Input of Performance data including exam results and internal assessments and analysis thereof in conjunction with the academy leadership team.
* Data input for external examinations, including estimated grades, the end of Key Stage tests, including vocational areas
* Liaising with SLT in each Academy to provide data analysis.
* Provide high quality national data for benchmarking purposes
* Management of reporting, recording and the tracking of student progress
* Managing the examinations results analysis process
* To analyse assessment data and findings and prepare reports
* To analyse and assess Behaviour and Attendance data and link with attainment.
* To liaise with the Headteacher regarding target setting using national data sets
* Where appropriate to train and provide support to teachers on analysing data to improve learning and teaching.
* To prepare spreadsheets on Excel format to inform curriculum decisions and preparation of internal data publications.
* To copy all data collection data into the MIS system
* To produce subject / Area reports for Leaders analysing subject data in detail.

**Examinations**

To support the administration of all external examinations, which will include:

* To assist and work closely with the Examinations Officers to enable the smooth input of data
* To support the Principals with results analysis relating to GCSE and other external examinations as well as Mock exams and reports.
* Report to the Headteachers for a wide range of reporting purposes.
* Liaise with external agencies and ensure that necessary statistical returns are made accurately and in compliance with deadlines.

## Qualities and Knowledge

* Working with the leadership Team to develop the shared vision and strategic plan for his/her areas of responsibility.
* Write and implement coherent action plans around their area of responsibility.
* Sustain an impressive knowledge of developments in strategy, thinking and practice in their key areas.
* Take responsibility for his/her own professional development by actively engaging with and seeking opportunities for learning and development.
* Plan strategically the steps needed, in their areas, on Olive Academies’ journey to Outstanding
* Plan, implement, monitor and evaluate the impact of work within the key responsibilities.
* Contribute data driven information that informs the Trust’s strategic development plan with clarity and conviction to outside audiences such as the Progress Board, LA representatives, DfE and OFSTED.
* Maintain documents which track and evaluate progress

## Students and staff

* Work with the leadership team and staff to ensure the successful implementation of the school improvement strategy.
* Demonstrate effective leadership and coach teachers and learning mentors to engender best practice.
* Demand ambitious standards for Olive Academy students to positively improve their life chances.
* Model creativity, integrity and resilience, with a mindful view of his/ her own wellbeing and that of those around them.

## Systems and Process

* With senior management, to lead and manage efficient and effective systems and processes within the given areas of responsibility.

## Leading School Improvement

* Champion best practice in their given area and create opportunities for Olive Academies to work with other schools and organisations.
* Inspire, challenge, motivate and empower others to attain ambitious outcomes.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

Strategic administration of the Academies’ Management Information Systems

* To maximise the functionality of the Academy’s MIS to improve efficiencies and ensure related operations run effectively.
* To make sure that data systems are sophisticated enough to allow Senior Leadership Teams to evaluate

the performance of every child, key cohorts, Academies and the Trust as a whole.

* To be responsible for being the primary contact with the software company’s support and liaising with the Trust’s IT Services to check that licences are up to date and updates are installed.
* To update yourself with the latest trends of available software solutions and trends in national expectations of data management.
* To train staff in the use of data systems and analyses
* To undertake the annual September and January pupil count returns for the DfE and such other statistical returns as may be required of the school.
* To ensure the proper collection, collation and administration of basic student data following admissions and throughout the year.
* To work with the IT support team to create a synergy between the various parts of the MIS and needs of

data users.

**Progress Cycles:**

* To oversee the timely collection of accurate student attainment data.
* With senior leaders, organise and administer processes to review the data’s accuracy.
* To show leadership in providing bespoke analyses of data as requested by senior management.
* To be responsible for the design, collation, and administration of student progress reports for their parents.
* To design systems to collect student conduct and behaviour.
* To record, collate and analyse that data drawn from a variety of sources including incident reports and lesson observations
* To produce data to inform target-setting for staff performance management for all teaching staff and senior management.
* To produce data to inform the self-evaluation of the effectiveness of individuals and teams at every level within the Academy.

**External Data Sources**

* To upload and analyse public examination results in keeping with the national calendar of publication of such data
* To collate and provide timely analyses of all public data sources, including but not limited to DfE performance summaries and Ofsted Reports.

**Curriculum design:**

* With the senior management, to be responsible for supporting the planning of the curriculum and qualification model.
* To administer and maintain the Academies’ use of management information systems that support the curriculum model.
* To contribute to the development of the timetable and other data rich activities within the Academies.

**Skills:**

* To use a spreadsheet package, such as Microsoft Excel, to manipulate and present data using advanced formulae, macros and advanced functions.
* To train all staff in the use of the management information systems and to work with them to develop the most user friendly and incisive systems suited to their needs.