Job Description: Data Manager

This appointment recognises the requirements of the current Support Staffs' Pay Conditions Document, and reflects the policies established by the Trust. The post holder shall carry out those professional duties as circumstance may require, under the reasonable direction of the line manager. This document does not aim to specify all the details of the responsibilities and key tasks of the post holder and specific duties are subject to review with the line manager. All posts within the school are subject to an enhanced DBS disclosure.

Salary Scale:	Grade PS7
Hours of Work:	Full time 36 hours per week
Contract Type:	Permanent, Monday - Friday, 41 weeks per year (term time only, plus 2 weeks in the school holiday periods)
Accountable to:	Assistant Principal
Accountable for:	N/A

Job Purpose:
To work alongside the senior leadership team to provide strategic leadership and effective management in the development of pupil data and reporting systems.

Responsibilities:

1. Accountability
a) To provide accurate data and up-to-the minute interpretation of student information, through detailed analysis and evaluation, using SISRA, Edulink, ALPS Connect, SIMS and Accelerated Reader. b) To manipulate and disseminate data effectively to the whole school community. c) To design, create and maintain an accurate and up-to-date management information system. d) To liaise with and brief senior leaders within the school on the interpretation and implication of data. e) To identify the academic progress of different groups of students. f) To be responsible for updating student targets and assessment information. g) To liaise with the examinations manager regarding external results data and internal attainment grades. h) To deliver and share in-depth knowledge of the management information systems with the school.
2. Communication
a) To liaise with the whole school and all departments b) To liaise with senior leaders

c) To communicate to a range of audiences d) To share good practices with other departments
3. Training and Development
a) To participate in arrangements for further training and developments. b) To initiate new ideas and encourage developments. c) To further, develop ways of improving systems and procedures. d) To participate in the Tomlinscote School Performance Management Programme as per whole school policy.
4. Safeguarding
a) To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
5. Other Duties
a) To carry out any other tasks commensurate with the role/grade as may be requested by the Senior Leadership Team from time to time. b) Complying with Trust policies (including those of the individual academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy.

Job Description Data Manager December 2023

Person Specification: Data Manager

Criteria	Essential/ Desirable	Measured By
1. **Qualifications** 1.1. GCSE's Grade 4+ or the equivalent in Maths and English 1.2. Degree qualification	 E D	Certificate /Application form / Interview
2. **Experience** 2.1 Previous experience of working as a Data Manager, preferably within a school 2.2 Experience of using a school information management system 2.3 A commitment to safeguarding the welfare of young people	 D D E	Application form / Interview
3. **Knowledge/Skills** 3.1 Excellent statistical and analytical skills 3.2 Excellent knowledge of software used in analysing and presenting data, particularly Microsoft Windows, office and excel 3.3 Knowledge of SISRA, Edulink, ALPS Connect, SIMS and Accelerated Reader 3.4 Excellent oral and written communication skills 3.3 Ability to communicate data and analysis to all staff 3.4 Ability to focus on detail and accuracy when compiling reports 3.5 Ability to resolve problems and find the best solutions in data management 3.6 Ability to plan, prioritise and organise own work 3.7 Ability to adapt to changes in Technology and learn new software quickly and independently	Essential	Application form / Interview
4. **Behavioural Attributes** 4.1 Ability to self-evaluate and actively seek opportunity for improvement 4.2 Ability to maintain confidentiality 4.3 Ability to work on own initiative 4.4 High standards of professionalism 4.5 Flexible and adaptable attitude 4.6 Attention to detail and a high level of accuracy 4.7 Positive approach to problem solving 4.8 Patience with young people 4.9 Responsible & conscientious approach to Health & Safety 4.10 Ability to work under pressure and to respond to rapidly changing priorities and demands at peak times of the year	Essential	Application form / Interview