



**SUPPORT STAFF
JOB DESCRIPTION**

ROLE TITLE	School Data Manager
CONTRACTED HOURS	37 hours per week / 42 weeks per year
LOCATION	County Upper School, flexible across the Trust
GRADE / SCALE POINT – SALARY	Grade 5 Point 16 - 20
REPORTING TO	Deputy Headteacher (Curriculum)

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To provide strategic leadership and management on and within Data, Assessment, and MIS to drive the use of data to raise standards across the school. To provide specialist expertise and data analysis using the school's management information systems (Arbor) and all internal or external information systems. You will play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.

KEY TASKS & RESPONSIBILITIES

Data and Outcomes

1. To manage the administration and processing of all pupil and staff data independently and provide timely and accurate analysis and reporting to Governors, Central Trust, Head Teacher, SLT and External Bodies for example but not limited to; Ofsted, DfE, ESFA including all assessment, recording and reporting systems.
2. To manage communication and coordination with primary and previous middle or secondary schools to ensure that all relevant pupil data is passed on and stored appropriately.
3. To manage communication with departments, year teams and alternative education providers in order to ensure the provision of necessary complete data within given timescales, in order to disseminate relevant information to internal and external stakeholders.



4. To strategically develop the use of the school MIS (Arbor) and all internal or external information systems, setting up effective and efficient processes to collect and analyse data, to provide ongoing accurate and timely analysis of trends in assessment data and reporting findings to Governors, Central Trust, Head Teacher and SLT to enable them to put in place appropriate interventions.
5. To review and monitor assessment data to identify outliers, gaps or inconsistencies and to report these to HOFs, HOYs, SLT, Head Teacher, Central Trust and Governors as appropriate.
6. To regularly produce clear, concise, timely and accurate information and analysis in-line with assessment points, in order to support school leadership in raising standards and achievement and to support all staff in understanding it.
7. To manage all internal and external assessment software including upload of all pupil data after each assessment point and to keep system updated.
8. To create, manage and maintain a complete whole school target setting process and work alongside the Pastoral team to set targets for new arrivals.
9. To liaise with HODs, HOYs and SEND departments to build specific tracking resources to raise attainment.
10. To provide reports as requested for relevant audiences including the Governing Body and Central Trust.
11. Liaise between managers/teaching staff and support staff.
12. To have responsibility for ensuring that all teaching colleagues have access to all the accurate and timely data necessary to assist in raising the progress levels and attainment of all pupils.
13. To line manage the Exams Officer. To ensure internal and external assessment data is accurately processed and analysed.
14. To support the processing of incoming results data from external examinations.
15. To manage the analysis of exam results, making information available to the Headteacher, Central Trust and Governors.
16. To provide appropriate bespoke and whole staff CPD for staff for all relevant data systems.

Management Information System (Arbor) and All Internal or External Information Systems

1. To manage and submit timely and accurate data to the DfE or any and all bodies in relation to the school census information, to ensure a positive financial impact and guarantees the sustainability of the school, including but not limited to: School Roll, Special Educational Needs, Free School Meals attendance, Pupil Premium and Looked After Children.



2. To play a significant role in the school's developed use of the management information system (Arbor) and internal and external information systems, including in relation to making the best use of resources and high-quality staff training.
3. To lead the roll in of a data analysis tool (eg 4Matrix or SISRA) and ensure that data is uploaded in a timely manner.
4. Take a lead role in planning, design, development, maintenance, organisation, management and monitoring of record, information, support systems/procedures/policies.
5. To manage appropriate permission levels, version control and legal requirements for data protection in order to ensure the integrity of the relevant and specialist areas of the management information system.
6. Ensure and supervise the accurate input and integrity of data and system maintenance including but not limited to the setup of staff accounts, access rights, group creation and maintenance.
7. Responsible for ensuring that system backups are run, successful and restores tested. That systems are updated as required in a timely and effective manner and to ensure all support issues are raised to the appropriate support providers.
8. Notify, support and train all staff in respect to any and all system changes updates and enhancements. Ensuring training meets the internal requirements of the school.
9. Setup, manage and maintain all information systems as directed by SLT and to meet the needs of all internal HOFs, HOYs, SEN, EAL etc.
10. Produce, maintain develop and enhance a bank of MIS and Information System reports.
11. Keep accurate records of all groups in Arbor for example but not limited to; PP, LAC and EAL data.
12. Produce, maintain and manage accurate timetable information and support HOD's, HOY's and Departments in the creation and maintenance of class lists.
13. Prepare Arbor for the coming academic year for example the annual student rollover process and perform student curriculum assignment in Arbor.
14. To lead communications with new intakes through pre-admission data.

Leadership and Management

1. To line manage and performance manage the Data Assistant.



2. To line manage and performance manage the Exams Officer.

SAFEGUARDING

1. Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.
2. The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

Actively contribute to and promote the overall ethos and values of the School and the wider Trust.

Participate in training and other learning activities and performance development as required.

Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.

Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.

Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

January 2024



**PERSON
SPECIFICATION**

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	Relevant qualification or experience in ICT/business administration Analytical skills Experience of working in data management Experience of managing and developing data systems, such as Arbor Experience of producing accurate data for reporting and assessment (desirable) Experience of forming and maintaining network relationships	Knowledge of School / Trust computer systems.
Literacy and Numeracy	Secondary education up to A level or equivalent. Demonstrable expertise in the use of Excel. Ability to set out documents and reports correctly. Able to carry out complex calculations accurately. High level computer literacy. Able to accurately maintain pupil and other School records and produce reports in required format.	Competent and confident in use and interpretation of databases and spreadsheets
Organisational		Knowledge of statutory data reporting requirements such as school census Experience of working in an educational environment
Equipment / Materials	Excellent IT skills	



MENTAL SKILLS		
Research	<p>Ability to focus on detail and accuracy when compiling reports</p> <p>Experience of information gathering and analysis</p>	Broad understanding of government initiatives and their impact on the School.
Problem Solving	<p>Ability to resolve a range of day-to-day problems using own initiative.</p> <p>Know when it is appropriate to refer upwards.</p>	
Creative Thinking	Production of School materials e.g. newsletters, staff handbooks, year books.	
Planning	<p>Organised and methodical approach to admin tasks.</p> <p>Ability to work under pressure and prioritise effectively.</p> <p>Excellent attention to detail.</p>	
INTERPERSONAL AND COMMUNICATION	<p>Tact and diplomacy second nature.</p> <p>Ability to remain calm under pressure.</p> <p>Understanding of the necessity and ability to maintain absolute confidentiality.</p> <p>Pleasant and helpful telephone and face-to-face manner.</p> <p>Ability to form good working relationships with colleagues and external stakeholders.</p> <p>Commitment to safeguarding and equality.</p> <p>Effective communication and interpersonal skills.</p>	
Advising / guiding	Assist / contribute to induction training for new staff.	
PHYSICAL		
Keyboard	High level keyboard skills.	



Manual Skills	Routine manual handling skills.	
LEVEL OF AUTONOMY	<p>Able to make day-to-day decisions about own workload, within general guidelines and procedures.</p> <p>Able and willing to use own initiative in solving semi-routine tasks. Know and understand when to refer upwards.</p>	

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