



Job Description

Post Title: Data Manager

Responsible to: CEO

Salary: Point 44- £41,431.55 per annum

Hours/Weeks: 36 hours per week/ 52 weeks per year

We are looking to recruit a highly motivated, passionate Data Manager with experience, to work Trust Wide with our growing and successful secondary school and four primaries. You will be responsible for coordinating the process for the collection and analysis of data and produce custom-formatted data reports for the CEO, Head teachers, Senior managers, Trustees and Governors. Furthermore, you will support the exciting move to a new MIS database to replace SIMS in the next calendar year. We would especially welcome applicants with experience of working within the education sector.

Duties and Responsibilities

- Produce reports and data analysis as required
- Liaising with and briefing Leadership Team, Governors, Heads of Department on the interpretation and implication of data
- Accurately manage, maintain, analyse and report academy data
- To lead and manage the school's data management function ensuring that systems are up to date and fit for purpose
- To prepare, produce and deliver data required by the school in its day-to-day work and for self-evaluation and strategic planning purposes
- Request, collect and collate assessment data associated with central collection of data
- Produce analysis of performance data following each reporting period or examination results
- Lead on the production of data reports to parents in accordance with the school reporting policy
- Maintain, import and export accurate and up-to-date data
- Prepare and complete data for the statutory autumn, spring and summer school pupil census'.

Requirements

- Advanced knowledge of school management information systems including SIMS. Knowledge of Go4Schools and Target Tracker would be an advantage.
- Excellent IT skills (including data evaluation / analysis using relevant computer applications)
- To possess good numerical and analytical skills necessary for the daily analysis and evaluation of data

- To have good written and verbal communication and interpersonal skills
- To demonstrate good management and leadership traits at all times
- Must be willing and able to work either a member or leader of a team
- Demonstrate good research and organisational abilities
- Must be able to think critically (out of the box) and have an eye for attention to detail
- To be self-motivated, goal-oriented, and be able to display excellent customer service skills
- To be able to accomplish assignments / tasks timely and with little or no supervision

If this sounds like the role for you then please complete an application form by the closing date 27th June 2019.