

Job Description

Job Title:	Data Manager
Responsible to:	Deputy Headteacher/Business Manager
Grade:	H6
Hours:	30 hours per week (Mon - Fri) term-time plus 10 days
Date:	September 2021

This job description is not necessarily a comprehensive definition of the post. It may be modified by the Headteacher, with your agreement to reflect changes which are commensurate with the salary, the role title and the school development plan.

This job description will be reviewed every two years or sooner if required.

Job Purpose

Responsibility for the administration, organisation and smooth running of SIMs and Data.

Personal and Professional Standards

- To support the aims of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To use the performance appraisal process for support staff to take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people
- To be aware of and comply with all relevant policies and procedures within the school
- To participate in training and other learning activities commensurate with the post
- To attend and participate in meetings as required

Data Management duties and responsibilities

Responsibilities include:

1. Managing the provision of data management services to the school by ensuring that all aspects of information management, including student information internal assessments, and external reports are effectively and efficiently undertaken
2. Ensuring the new-year routines and procedures for the MIS systems are set up and ready to receive data timely
3. Supporting the creation and maintenance of timetables
4. Supporting the school Options process and maintaining an effective system that produces updates to data during the options process
5. Designing and maintaining assessment templates and ensuring that staff complete their data input in accordance with the school assessment cycles
6. Producing reports by interrogation and analysis of data, ensuring all data is accurately and appropriately maintained
7. Being responsible for all operational aspects of the MIS systems.

8. Undertaking quality assurance to ensure the integrity of data held
9. Working within the framework of the Freedom of Information Act and GDPR helping and advising staff to ensure compliance

Key Competencies

- Trained in the use of a variety of ICT packages
- To have good knowledge of school software packages
- Ability to work in an organised and methodical way
- Ability to work accurately to deadlines
- To have a can-do approach to all aspects of the post
- To be able to develop and maintain positive working relationships with other team members, staff and students
- To be able to work under pressure, whilst continuing to prioritise and perform effectively
- To have good written and verbal communication and relate well to school staff
- To have a willingness and competency to work using own initiative