



Data Manager

Salary: £28,500 to £35,000

Location: Redhill

Person Specification: Data Manager

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 5 good GCSEs inc English & Maths at Grade C or above (or equiv). Educated to degree level. Advanced EXCEL skills. Eligible to work in the UK. 	<p>√</p> <p>√</p> <p>√</p>	<p>√</p>	Application form, evidence & testing
Experience: <ol style="list-style-type: none"> Experience of working of providing high quality data management, analysis and support. Experience working as a Data Manager in a school environment. Competent in the use of ICT systems in particular Microsoft Office (Excel, Word, Powerpoint) and data base systems. Experience of using Bromcom MIS and Solar for Schools Experience of working with children or young people. Experience of working under a pressurised environment with competing deadlines. 	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p>	Application form
Behaviours, Skills and Abilities: <ol style="list-style-type: none"> Self-motivated with the ability to enthuse & inspire others. Has a 'can do' attitude. Excellent listening, communication skills and high levels of emotional intelligence. Strong organisational and time-management skills. Resilience and optimism to lead through day-to-day challenges in a busy school environment. Ability to research, apply and understand the educational environment, impact of changes and data and reporting requirements. The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop. Ability to work under pressure and be decisive. Ability to use IT systems including databases & MSOffice products. Ability to pay attention to detail when completing tasks. High levels of honesty and integrity, confidence & self-motivation. Able to communicate fluently in accurate spoken & written English. Ability to resolve problems & find best solutions in data management. Ability to adapt to changes in technology, learn software and other technologies quickly and independently. Ability to maintain a high level of confidentiality and discretion at all times in accordance with data protection regulations. 	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		Interview
Other: <ol style="list-style-type: none"> This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The post holder must be committed to safeguarding the welfare of children. 	<p>√</p> <p>√</p>		Interview & references



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Location: Redhill

Job Description: Data Manager

Line Manager:	Director of Education
Posts directly supervised:	As directed up to a maximum of 5
Main Purpose of Role:	<p>To secure outstanding achievement and progress of all students within the Schools Group by securing, delivering and managing excellent systems for data management and tracking.</p> <p>The Post holder will be responsible for data management for the schools within the SED group.</p>

Main Duties:

- To support in the planning of the Assessment Calendar and to maintain assessment deadlines for the collection of assessment data for student progress reports.
- To design and produce accurate student progress reports for each Assessment Point and to make them accessible to parents/carers.
- Advise on and undertake the efficient design, development and organisation of each school's information management system (Bromcom MIS, SOLAR for Schools, etc.) to ensure effective data management in support of school needs and priorities.
- Maintain and develop each school's MIS, with overall responsibility for ensuring effective data input and making sure all data remains current and secure.
- To lead on designing and running reports to extract data from each school's MIS.
- To assist staff on extracting data through reports in the schools' MIS to gather data they require.
- To be accountable for the data provided to a range of stakeholders, including the school, the Governing Body, Local Authority (LA) and government agencies, making sure that data systems are maintained, and that data is presented to meet stakeholders needs.
- Be responsible for, and liaise with other members of staff in, the completion of accurate and timely returns of information to the LA, any Government agencies and other statutory bodies (including Census PLASC, roll and attendance returns, examinations returns, SEN returns) and assist with processing of information returned from the LA, Department of Education and other statutory bodies.
- To prepare statutory and non-statutory returns and conduct end of year procedures for a range of external bodies and agencies.
- Make appropriate preparations to ensure that the information systems at each school are ready for the beginning and end of each term.
- To oversee the processing of exam results and assessment data, including work during the Summer Holidays to produce accurate student performance information ready for the beginning of the Autumn Term.
- To oversee the preparation and presentation of whole school and departmental data analysis of Exam result and Progress reports at each school within the Schools Group.
- To support each school with the creation, management and development of spreadsheets or other appropriate tools for the purpose of whole school and departmental data analysis
- Provide management information and student statistics to the Schools' Group Leadership, SMT at each school, the Governing Body and teaching staff, as appropriate, using systems
- Support and train members of staff (including staff induction and INSET) at different levels in their use of MIS (Bromcom MIS, SOLAR for Schools), Excel and other school data systems.
- Oversee, advise and assist with the data quality checking processes in all management information systems.
- To maximise the functionality of the group's Management Information Systems to ensure the easy and effective capture of data and so streamline workload and enable the Schools Group to be compliant with all data requirements.
- Liaise with the SED Group's ICT providers regarding Install and upgrade of data management software.

- Have an understanding and ensure that all schools within the group comply with the requirements of Data Protection legislation and carry out work in accordance with these requirements.
- Oversee and ensure accuracy of student data in each school's MIS.
- To monitor the use of data in the schools including collecting feedback from users and evaluate both the provision and its quality and use these findings to create action plans for continuous improvement. To be responsible for the implementation of these plans.
- Provide analysis of school data and information to assist both the SMT and SED Group in decision-making
- To be responsible for the line management of any staff as allocated, and direct and manage their workload
- Assist and advise on the annual admissions data transfer process within each school.
- In consultation with the SED Group Leadership Team, develop monitoring systems in accordance with the School Development Plan.
- To be flexible and work according to the needs of the schools, including assisting in other sections of the administration from time to time.
- To keep informed and abreast of developments in data management in relation to an educational environment and make recommendations to the Group's Leadership Team accordingly.
- Support in the building of the school timetables ensuring classes, staffing, rooms and interventions are accurate and up to date.
- Responsible for transferring timetable information to Bromcom and ensuring that class registers are correct.
- Support the effective safeguarding of students by ensuring all have up to date timetables.
- Oversee the setup and annual refresh of student targets on Solar.
- Maintain accurate records for statutory school census returns ensuring.
- Support the relevant Intervention Leads with the extraction of data from external sources for import and use in school systems.
- Upload school data to external sources as needed.
- To advise Governors and the Group's Leadership Team on the efficient and effective management of information, including:
 - Regularly reviewing systems and procedures for the management of information
 - Investigating, as required, alternative approaches to the management of information
 - Making recommendations, where appropriate, on the revision and refinement to each school's management of information.
- To lead on and project manage, as required, any revisions systems and procedures for the management of information
- Liaising with appropriate partners and suppliers to meet the needs of the SED Group's strategic plan for the management system.
- Working with the Leadership Team to encourage staff to develop the use of data as an analytical tool.
- To interpret, present and communicate clearly analysed data to a variety of audiences when requested.
- To support with the Admissions systems when required.

OTHER

- To participate in INSET (Professional Development Days).
- To participate in Staff Appraisals and undertake staff appraisals and absence management meetings.

General responsibilities:

- As a member of support staff, contribute to the overall leadership and management of the SED Group and to be proactive in supporting an ethos that recognises and celebrates success and promotes high expectations and aspirations.
- Contribute to the effective management of the school through the implementation of school policies, code of conduct.
- Attend meetings relevant to the post at any of the schools as required.
- Other duties as the Head may reasonably require.

Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date: