

Job Description Data Manager

Job Title	Data Manager
Salary	LAE Grade 8 / 9
Reporting to	Deputy Head (Academic)
Location	Stratford, Newham, London
Type of position	Part Time and permanent.
Hours	Normal working hours for this role are 22.5 hours a week (0.5 hour unpaid lunch) to be worked over a 3 or 4 day period.
Child Protection	All members of staff must comply with LAE's Safeguarding & Welfare Policy. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our sixth formers, these concerns must be reported immediately in accordance with the policy.

The London Academy of Excellence is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Job purpose

- To be responsible for the accuracy and quality of personal, academic, assessment and attendance data held by LAE on current, prospective and former students;
- To facilitate the use of these data for the benefit of the students;
- To be the principle person with expertise in management information systems in order that Lead Teachers and SLT are able to utilise the most high quality information.

Key Responsibilities and core activities of the role

To be responsible for:

1. Maintaining accurate student personal, academic, assessment and attendance data on the Management Information System (MIS);
2. Overseeing data collection (academic, pastoral, free school meals and pupil premium) to ensure that information in the census is correct, and therefore funding, is correct;
3. Completing data returns (the ILR and the Census) to the Department for Education and correcting any queries raised;

4. Uploading and maintaining accurate applicant data throughout the cycle of students admissions into Year 12;
5. Overseeing the successful operation of the MIS system and liaising with MIS provider regarding any issues;
6. Developing and maintaining ICT-based and “real-world” systems for collecting, tracking, recording and reporting academic assessment and attendance data;
7. Leading the inputting, processing, and distribution of student related data, providing advice and training to staff on the interpretation and use of data to support policies of raising educational achievement;
8. Developing and maintaining the school's systems of assessment recording and reporting, including uploading to external analysis provider (ALPs and other external databases);
9. Generating student reports and uploading to student records.
10. Producing high-quality and accurate reports for parents / carers;
11. Supporting the Leadership Team in the use of the MIS for timetabling and room scheduling;
12. Supporting the Deputy Head (Academic) in the administration, data capture and storage of UCAS applications;
13. Producing analysis of academic assessment and attendance data for the Senior Leadership Team and other senior teachers.

The role has the following additional responsibilities, in common will all staff at LAE:

- contribute to the establishment and maintenance of a caring, positive, safe and stimulating environment for each sixth former at LAE;
- ensuring that all students observe LAE policies relating to dress, behaviour and other matters, and that they take proper care of LAE's environment and resources;
- contributing, as far as reasonably practicable, to the programme of extra-curricular activities (“ECAS”), which may sometimes require reasonable evening or weekend commitments, some of which will be offsite;
- leading or assisting offsite trips and visits (any necessary training, for example around First Aid or Risk Assessment, will be provided, at LAE's expense);
- prioritising at all times the safety and well-being of the sixth formers by following the Welfare & Safeguarding policies;
- attending training days in reasonable proximity to the start or end of the LAE terms (usually, within four working days of the published term dates), and demonstrating a personal commitment to be fully up-to-date with training;
- providing cover for absent colleagues, and participating in arrangements for sixth formers' supervision during public examinations;

- participating in recruitment events such as Open Evenings and Assessment Days, some of which take place after 17.25 on weekdays or at weekends;
- maintaining effective and harmonious professional relationships with colleagues, in particular by the retention of a sense of perspective and, on occasion, the invaluable ability to laugh at oneself;
- Recognise own strengths and areas of expertise and use these to advise and support others.
- looking after one's physical and emotional well-being, and not being reluctant either to ask for help or support, or to accept and reflect upon it when it is offered;
- fulfilling any other reasonable duties, as requested by the Headteacher, Business Director or Deputy Heads.

This job description is not exclusive or exhaustive. Whilst every effort has been made to explain the main duties, tasks and responsibilities for the post, each individual task undertaken has not been identified. The post holder may be required to undertake duties, which are broadly in line with the above responsibilities.

The post holder will also be expected to undertake any other tasks as reasonably required by the Headteacher and Business Director to ensure the efficient and effective operation of LAE.

Person specification

Essential professional criteria	How these will be confirmed
<p>Be educated to a good standard at least to level 3 (A level or equivalent), including grade B or higher in Mathematics GCSE or equivalent.</p> <p>BTEC National Certificate/ONC level or 'A' Levels or Scottish Highers in job-related discipline. Training to City & Guilds level 3. (NVQ-3).</p>	<p>Sight of original exam certificates / academic qualifications will be requested.</p>
<p>Previous experience of tasks requiring considerable organisation over a medium-length period of time (e.g. a number of months).</p>	<p>There will be opportunities at interview to discuss experiences and examples that demonstrate these. Referees will also be asked about these qualities.</p>
<p>Recent, relevant employment in a role with significant amounts of data managing: inputting, outputting and analysing.</p>	
<p>Experience of working in a school or sixth-form.</p>	
<p>Knowledge of MIS school systems.</p>	
<p>Excellent skills with Excel.</p>	
<p>Accurate working with data and figures, in particular inputting and checking.</p>	
<p>Meet deadlines, and work under pressure of time constraints.</p>	
<p>Be self-motivated and enthusiastic about working on one's own, but also enjoy working in a team.</p>	<p>Interview questions will explore applicants' attitudes and knowledge of this. Referees will also be asked about this. Any relevant issues arising will be discussed.</p> <p>Applicants may be asked about</p> <ul style="list-style-type: none"> • their motivation for working with young people; • their ability to maintain appropriate relationships with young people; • their attitudes to the use of authority and maintaining discipline; • their emotional resilience in working with challenging behaviours.
<p>Awareness and understanding of the safeguarding of young people.</p>	

Desirable professional criteria	How these will be confirmed
A university graduate.	Sight of original exam certificates / academic qualifications will be requested.
Previous experience in a similar role.	Confirmation of former relevant employment will be requested. There will be opportunities at interview to discuss experiences and examples that demonstrate these.