School Data Manager

37 hours per week, 52 weeks per year

Chellaston Academy

We are looking to appoint an enthusiastic, supportive and well-organised School Data Manager to join our team.

Chellaston Academy is on an exciting journey and we are seeking talented candidates that mirror our values and standards to join us. We have a newly appointed Headteacher this academic year, new additions to our senior team and the academy has recently joined QEGSMAT. Our ways of working ensure that our young people are at the heart of all decisions that we make; whilst we take academic achievement seriously, we also consider educating the whole person to be vitally important.

Our teams are pivotal to this and we are committed to investing in our staff to ensure that they are engaged, involved and able to contribute fully. Our core values of integrity, care and excellence run through all of our work and we embrace these together.

The application process:

At present, we welcome school visits for interested parties, or if you wish to have an informal conversation to discuss the role in more detail, we would be happy to arrange this. Please call 01332 702502.

Further details about our school can be found on our website: www.chellaston.derby.sch.uk.

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - https://www.qegsmat.com/documents/safeguarding.

To apply for this position please visit www.qegsmat.com where you can apply via TES. Alternately, you can contact us at hr@qegsmat.com.

Closing Date: 3rd October 2021

Provisional Interview Date: w/c 11th October 2021

Salary: Scale 6 £24,982 - £27,041 FTE per annum

Start Date: As soon as possible

QEGSMAT

JOB DESCRIPTION

Post Title:	School Data Manager
Reporting to:	Senior Leadership Team
Scale:	Scale 6
Weeks of work:	52
Hours of work:	37

Purpose of the Post

Ensure the efficient and effective use of data within the Academy.

Prepare, collate and disseminate student attainment, assessment, progress and standards data as required, to the Trust, Academy Leadership Team, Local Governing Body, staff, students and parents/carers.

Main Duties

- Supporting the transition of new students to the Academy through the securing and inputting of personal and academic information and processing leavers.
- Manage the efficient transfer of data between the Academy and relevant external agencies and stakeholders.
- Prepare SIMS for the Academy Census, ensuring the accuracy of data.
- Complete appropriate returns of Information to the DfE, the local Authority and other statutory bodies.
- Support the Senior Leaders with inputting the Academy's Timetable into SIMS and making necessary changes to timetables/rooming's/groups when required.
- Download and process examination results on GCSE and A-level Results day's for publication to students (with the exams officer) and for analysis.
- To check the input of assessment data in line with the Trustwide data points and the Academy's reporting calendar. Work with Senior Leaders to ensure completion of data at key points.
- To co-ordinate and manage the reporting processes from data entry to the production of reports via Go4Schools. (Including Printed copies where required)
- To support the development and maintenance of Departmental markbooks in Go4Schools.
- To carry out all academic year roll over procedures in SIMS and Go4Schools.
- Liaise with the Trust and Academy ICT team and external support to ensure the efficient and secure running of all information systems and software, running updates as necessary.

- Work with the Trust Data Manager to provide reports for Senior Leaders using Go4Schools to facilitate the analysis and evaluation of student data (targets, predictions, behaviour, exclusions, and attendance)
- Access external sources of data (eg FFT Aspire, Key to Success) to ensure students prior attainment and data is up to date.
- Carry out the administration and maintenance of Go4Schools to ensure it is accessible to staff/students and parents. Including monitoring and reporting to Senior Leaders on parental engagement with Go4Schools.

GENERAL

- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Maintain an awareness of and adherence to statutory safeguarding guidance
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities
- Carry out the duties of the post in compliance with the Trust's Equalities Policy
- Understand and comply with all other relevant academy policies
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the Trust's Appraisal Policy and professional development and supervision arrangements
- Undertake any necessary training associated with the duties of the post
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post

Person Specification

	Essential	Desirable	Evidence
Qualifications	• GCSE Maths and English Grade C or equivalent	• Degree or equivalent • Data Managers Qualification	Application form Certificates
Knowledge	• Data management principles • Understanding of Data Protection Regulations (GDPR) • Understanding of the education system and assessment/performance		Application form Interview References
Experience	• Administer for a Management Information System • Proven experience of data management • Maintaining high standards by adhering to regulations and timescales • Working quickly and accurately to deadlines	• NOVA/ Timetabling Experience • Go4Schools • SIMS • Managing statutory DfE returns • School/academy data and performance measures	Application form Interview References
Skills	• Excellent written and oral communication • IT literate – MS Office • Ability to lead and work as part of a team • Ability to present data in a user friendly manner • Ability to be proactive, use own initiative, be creative and think beyond the obvious solutions	• Basic First Aid	Application form Interview References
Qualities	• Highly organised • Self-motivated • Ability to work under pressure and manage conflicting priorities, prioritise workload, maintain high standards, solve problems and meet deadlines • Ability to communicate effectively with a range of stakeholders	• Ability to recognise potential child safeguarding issues	Application form Interview References

	• A willingness to undertake further professional development and training.		