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| <b>Job Title:</b>     | <b>Data Manager</b>               |
| <b>Location:</b>      | <b>Bexleyheath Academy</b>        |
| <b>Hours of work:</b> | <b>36 hours/52 weeks per year</b> |
| <b>Reports to:</b>    | <b>Assistant Principal</b>        |

### **Purpose of the Role**

- Responsible for maintaining up to date records of students personal and assessment details, ensuring that the information kept is both accurate and confidential.

### **Responsibilities**

- To assist in the management of the Academy's Management Information System (MIS) Progresso.
- Management of student data including assessment information and some aspects of students' personal data.
- To work with the Academy's Assistant Principal in all aspects of student reporting and timetable maintenance.
- Storage, manipulation and analysis of student data as required by the Academy's leadership team.
- To produce reports, related materials and statistics for communication to students, parents and staff.
- To produce the School Census returns.
- To provide information for the Ofsted Self Evaluation Form (SEF) to the Assistant Principal
- To ensure that the Academy complies with the regulations of the Data Protection Act.
- To provide statistical information to the Assistant Principal as required.
- To be aware of and adhere to the School's stated standards, policies, systems and procedures.
- To have an overview and keep abreast of changes to the software and communicate to other key users: Cover, Examinations, Admissions, Office Administration, Attendance and Personnel.
- To develop the use of the database in the Academy.
- To line manager the Examinations Officer.
- The post-holder must be a first aider.

### **CURRICULUM**

#### *Timetable*

- To assist in the construction and input of the timetable using the Academy's MIS (Progresso) under the instruction of the Assistant Principal.

- To manage in the scheduling of the timetable and the input of students' banding and setting.
- To print and distribute timetables and set lists to staff and students at the start of the academic year.
- To update, print and distribute staff timetables.

#### *Student Data - Tracking and Analysis*

- To distribute student attainment data to the Assistant Principal: CATs, SATs, report grades, examination results, gender information for use in target setting, prior attainment information.

#### *Options Process*

- To work with the Assistant Principal in setting up the subjects and students required for Options.

### **ASSESSMENT, REPORTING AND RECORDING**

#### *Student Reports*

- The updating and the extraction of information and reports as required by the relevant Assistant Principal.
- To assist in setting up report templates as required in the MIS.
- To data load CATs, SATs and FFT.
- To oversee the printing of students' reports, second reports for split families.
- To produce summaries and analysis of report data for the Assistant Principal.

#### *Examinations*

- To work closely with Assistant Principal to produce analysis of KS3 and KS4 qualifications.
- To work on MIS aspects of internal testing and examinations with Assistant Principal including CATs, Mock and Internal examinations.

### **General**

- To provide cover for other department colleagues when required.
- To participate in meetings, training, other staff development and CPD activities and performance development as required.
- To be aware of and comply with all Academy policies and procedures including child protection, health and safety, security, confidentiality and data protection.
- To input and retrieve data from the Academy's management information systems as required.
- To provide assistance to other members of the Administrative team during periods of high demands, aiding in the completion of tasks during times of peak load, substituting for others in their absence, as necessary, and to meet the needs of the Academy.

- To maintain a tidy and efficient work area from which information is easily accessible.
- To undertake any other duties within the scope and functions of this grade as required.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Post holder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

### Person Specification - Data Officer

| General heading              | Detail                                               | Essential requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Desirable requirements                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>        | Qualifications required for the role                 | <ul style="list-style-type: none"> <li>• Good understanding of statistical analysis</li> <li>• Experience of working within an office environment</li> <li>• Experience of information gathering and producing accurate data for reporting and analysis purposes</li> <li>• </li> </ul>                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Knowledge of school timetabling</li> <li>• Knowledge of statutory data reporting requirements such as school census</li> <li>• Experience of Progresso or similar education MIS system</li> </ul>                                                                                                                                        |
| <b>Knowledge/ Experience</b> | Specific knowledge/ experience required for the role | <ul style="list-style-type: none"> <li>• Safeguarding/child protection</li> <li>• Ability to use Microsoft Office including Word, Excel and Outlook or equivalent</li> <li>• Ability to use school databases and experience of data entry</li> <li>• Work effectively as part of a team</li> <li>• Ability to work independently</li> <li>• Have strong inter-personal skills</li> <li>• Ability to be proactive and prioritise work</li> <li>• Ability to be able to manage own time effectively</li> <li>• Respond well to a changing environment</li> <li>• High level of general IT skills specifically Excel (formulae and data manipulation)</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of working within the Education Sector</li> <li>• Knowledge of Data Protection legislation</li> <li>• Ability to write letters and emails</li> <li>• Ability to communicate with people at all levels</li> <li>• Ability to use initiative to deal with telephone calls and staff queries in a professional manner</li> </ul> |

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| <b>Skills</b>                   | Line management responsibilities   | <ul style="list-style-type: none"> <li>• Examinations Officer</li> <li>• Cover Supervisors</li> </ul>                                                                                                                                                                                                                                                                                                          |  |
|                                 | Forward and strategic planning     | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                        |  |
|                                 | Budget (size and responsibilities) | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Personal Characteristics</b> |                                    | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Special Requirements</b>     |                                    | <ul style="list-style-type: none"> <li>• Understand and comply with procedures and legislation relating to confidentiality and Data Protection</li> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check.</li> <li>• Right to work in the UK.</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people.</li> </ul> |  |