

Senior Data Analyst – Job Description

Job Title	Senior Data Analyst	Department	IT and Data
Reporting to	Head of IT and Data	Hours per week	37 hrs/week
Grade	9 / 10	Hours of Work	8am – 4pm

Job purpose

The data manager is responsible for:

- Working with her/his line manager and the senior leadership teams (SLT) to develop and maintain an effective data management system, which is regularly reviewed to ensure that the needs of the schools are met.
- Maintaining and updating information held on the schools' database systems including archive files and historical data.
- Obtaining all required information relating to both staff and students; and the provision of accurate data required for the completion of returns including those from the local authority (LA), the DFE and other stakeholders.
- Overseeing the production of student reports as per the schools' calendar and other requirements such as annual reviews and target setting.
- Providing support to ensure that schools' timetable information and changes are entered and timetables printed as required.
- The line management of designated staff including their induction, training and appraisal.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteachers.

Job specification

Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- S/he shall maintain and update information held on schools' databases including changes to student and staff rolls, address and contact information, timetable changes, assessment and examination data.
- S/he shall organise the processing and inputting of data received at annual admission periods such as primary/secondary transfer.
- S/he shall ensure data is safely transferred when database systems are introduced and/or changed.

- S/he shall assist in the production of student reports including the set-up of assessment definitions and mark sheets for the collection of data.
- S/he shall provide instructions and/or assist teachers in the entry of data and liaise with them in relation to missing student data.
- S/he shall liaise with other schools in order to follow up missing student data.
- S/he shall provide training for staff relating to the schools' databases and related areas, and create instruction manuals to be used by staff.
- S/he shall set up and maintain archive files and historical data as well as carrying out specific download requests for data.
- S/he shall import, match and amalgamate data from various sources, and databases, including the LA, DFE and external agencies.
- S/he shall co-ordinate the collection, entry and extraction of data required to ensure statutory returns are completed accurately and within deadlines.
- S/he shall arrange support for inputting schools' timetable information and changes including enrolling students and printing timetables.
- S/he shall co-ordinate the inputting of examination entries and results.
- S/he shall arrange support for inputting attendance information.
- S/he shall ensure that data protection regulations are complied with and maintained.
- S/he shall design user friendly reports to meet the needs of the schools.
- S/he shall establish, in liaison with her/his line manager, contingency plans for data management in case of emergencies including system faults and equipment damage.
- S/he shall contribute to the evaluation and development of the effective use of data within the schools and make recommendations to her/his line manager, the SLTs and the governing boards.
- S/he shall report technical faults relating to the schools' database systems and equipment to the ICT technicians in accordance with schools' reporting procedures, and shall track progress of resolutions.

Personnel

- S/he shall identify the training needs of designated staff and organise appropriate development opportunities.
- S/he shall complete appraisals for designated staff, including the setting of appropriate targets.
- S/he shall maintain attendance and training records for designated staff.

Administrative/financial

- S/he shall ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.
- S/he shall process, input, extract and analyse information from schools' database system(s).
- S/he shall take minutes/notes in meetings as required and circulate associated information.
- S/he shall collate information, statistics and prepare reports as required by her/his line manager, the headteacher and the governing board.
- S/he shall maintain manual and computerised records and filing systems.
- S/he shall deal with correspondence promptly and as required.
- S/he shall manage, monitor and review relevant budgets ensuring best value principles are followed where possible.
- S/he shall ensure that financial procedures and activities are carried out in accordance with schools' policies and procedures, such as placing purchase orders and authorising invoices for payment.

General

- S/he shall attend school events as required.
- S/he shall participate in schools' emergencies as required, including locating students and staff, providing contact details and completing necessary documentation.
- S/he shall attend meetings and training sessions as required.
- S/he shall keep abreast of developments and changes in fields relevant to the role and communicate to staff as appropriate.
- Such other duties as directed by the line manager or other senior management.