

# Job Description

Job title	<b>Data Manager</b>	Contract	<b>Permanent</b>
Department	<b>Administration</b>	Reports to	<b>Vice Principal</b>

## Our mission

We will inspire our family of schools to provide opportunities for our students, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our students to become confident, kind and impactful world citizens.

## Your role

The Data Manager will be responsible for:

- The efficient and effective organisation of data management for Key Stage 3 and Key Stage 4.
- Administration of school processes, procedures and policies related to data.
- Supporting the strategic aims and day-to-day operation of the school.
- Delivering the best possible service to all stakeholders.
- Co-ordinating data management services.
- Demonstrating exemplary customer service to both internal and external customers.
- Resolving problems and complaints in a sensitive manner.
- Provides insight and supports improvement.
- Co-ordinate and validate statutory data returns including (but not limited to) Census, Assessment and Qualifications returns.
- Liaise with the Trust and external agencies to ensure submissions are accurate, timely and compliant.
- Ensure consistency between internal datasets and externally reported figures.
- Lead on data validation, cleansing and auditing processes.
- Ensure consistency of data definitions, coding structures and reporting rules.
- Proactively identify and resolve discrepancies across systems and reports.
- To provide Reception cover as and when required.

## Person specification

Ability to organise and prioritise workload to meet deadlines.	Essential
Effective communication skills – oral, written and presentational.	Essential
Proficiency in the use of ICT and the software programmes used in schools – particularly with regards to spreadsheets/databases.	Essential

Ability to produce reports and format information as required by SLT.	Essential
Ability to manage the information and data requirements of the school.	Essential
Awareness of sensitive information and the need for confidentiality.	Essential
Ability to maintain accurate and comprehensive records.	Essential
Ability to co-ordinate administrative services and yearly exam cycle, including publication of results. The role requires attendance in school for three working days in August to support GCSE Results Day processes (the day before, the day of results release, and the day after).	Essential
Knowledge of the data management software and packages commonly used in schools e.g. SIMs, SISRA, FFT, Edulink (others may be used).	Essential
Advanced word processing, database and spreadsheet skills.	Essential
A thorough understanding of health, safety and security issues in schools.	Essential
An understanding of equality of opportunity issues and how they can be addressed in schools.	Essential
An understanding of and a commitment to safeguarding students.	Essential
Experience working with secondary assessment and accountability measures.	Desirable
Ability to translate complex data into clear narratives.	Desirable
Confidence working with senior leaders and governors.	Desirable
Experience supporting inspection preparation.	Desirable

## Accountabilities

Strategy	<ul style="list-style-type: none"> <li>■ Is aware of and understands the ELAT Vision, Mission and Values.</li> <li>■ To support in the strategic planning and development of data management that meets the needs of the school and its staff.</li> <li>■ To contribute to the school's self-evaluation process and the school development plan as relevant to the position.</li> <li>■ To contribute to the improvement and development of the efficient and effective organisation and administration of school processes.</li> <li>■ Supporting leaders to interpret data and identify trends.</li> <li>■ Supporting inspection readiness through data narratives.</li> </ul>
Information Management and Reporting	<ul style="list-style-type: none"> <li>■ To lead the management and co-ordination of the school's data systems.</li> </ul>

	<ul style="list-style-type: none"> <li>■ Lead responsibility for the maintenance and accuracy of the data on the school's computerised management information system SIMs (Assessment Manager).</li> <li>■ Maintain appropriate records to demonstrate progress made by students.</li> <li>■ Managing the co-ordination and collection of data for Key Stage 3 and Key Stage 4, the statistical analysis of data and the production of reports as required.</li> <li>■ Managing the production of data for middle leaders to inform curriculum planning, tracking and assessment and providing subsets of data as required.</li> <li>■ Managing production of reports to parents.</li> <li>■ Co-ordinating data tasks for the Senior Leadership Team to ensure required data is collected, entered, analysed and reported on for use by SLT.</li> <li>■ Supporting the development and refinement of Key Stage 3 assessment systems.</li> <li>■ Supporting and advising staff on the use of data systems.</li> <li>■ Producing guidance for data drops and reporting cycles.</li> <li>■ Acting as a first point of contact for data queries.</li> <li>■ Conducting regular audits to ensure accuracy and consistency.</li> <li>■ Keeping up to date with national changes to assessment and accountability.</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>■ All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>■ Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.</li> </ul>
Good Citizenship	<ul style="list-style-type: none"> <li>■ Hold personal accountability in ensuring continual focus on enhancing the staff and student experience through actions, words and behaviour. Our students are the most important members of our institution and must be treated as such.</li> </ul>

Key Stakeholders	Students, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents and Carers and relevant authority bodies.
Trust Values	Passion, Respect, Inclusion, Challenge, Openness