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| **Post Title:** | **Data Manager** |
|  | Manor School Sports College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share this commitment. |
| **Purpose:** | * To create, oversee and develop the systems for retrieving, recording and evaluating strategic and operational data * To produce clear, concise and accurate information and analysis to support the Senior Leadership Team in order to raise standards. * To oversee all data returns to relevant local and national government bodies and other external organisations as required. * To be responsible for implementing, administering and overseeing the school’s management information system including supporting the review and evaluation of new packages. * To be responsible for ensuring all student and assessment data is up to date and available to appropriate stakeholders to support teaching, learning and student achievement |
| **Reporting to:** | Assistant Principal, Assessment |
| **Liaising with:** | Senior Leadership Teams, teaching and associate staff as appropriate.  Local schools, parents, students and external agencies as required. |
| **Working Time:** | 35 hours per week, 40 weeks per year (term time + 2 weeks)  The post holder is required to be available for the August release and results days for GCSEs and A Levels. |
| **Salary/Grade:** | Grade H |
| **MAIN (Core) DUTIES**  **Achievement data maintenance and analysis**   * Manage student assessment, curriculum and aspects of personnel data. * Assist and advise Senior Leaders in reporting to Directors, DfE and other external agencies on target setting, performance analysis and other relevant data and statutory returns. * Maintain tracking systems of student achievement data, broken down into groups, for use by a range of staff to support student tracking, target setting and measurement of outcomes. * Create strategic and operational data analysis systems to support in depth analysis of subject, student and curriculum performance as part of the school’s self-evaluation process. * Analyse examination data following receipt of results and maintain prior attainment data in an accessible format. * Produce verbally, or in writing, complex and specific data analysis to a range of audiences, including non-specialist, in a clear, concise and easily understandable format. * Advise SLT in relation to deadlines for data requirements.   **Additional data maintenance and analysis**   * Support data training for relevant ICT/data systems for teaching and support staff. * Provide assistance and support to ensure statutory requirements for reporting are met. * Work with the network manager to ensure that systems for data management are up to date and plan, implement and disseminate key developments as necessary. * Ensure that all policies and procedures put in place meet the organisational, technical and strategic demands of the academy. * Participate in strategic academy self-evaluation processes as necessary. * Provide support to the school’s attendance team in monitoring and tracking of attendance data. * Oversee the process of statutory data returns, including the workforce and student census to local and national government bodies and other relevant external organisations. * Provide data support across the academy as necessary to support teaching and support staff. | |
| **Other Specific Duties:**   * Keep abreast of current guidance, requirement and good practice in relation to target setting and the effective use of data. * Undertake such ICT or other training as is necessary to operate the Academy systems effectively and ensure that academy procedures are adhered to. * Work collaboratively with the administrative and support teams and provide assistance as necessary to all parents, students, staff, governors and other relevant stakeholders. * Be aware of and comply with Academy policies and procedures relating to inclusion, child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the relevant member of senior management. * Ensure compliance with your responsibilities as laid out in the academy’s policy covering equal opportunities and take an active role in promoting equality and diversity. * Promote the academy’s mission statement ‘Success for all’ and support our commitment to provide a stimulating learning environment & improve opportunities and achievement for all our students. * Undertake all other reasonable duties as requested by the Principal or nominated representative. | |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager or team leader to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. | |
| **Knowledge, Experience and Training:**   * Good general level of education to at least Level 3, with English and Maths to Level 2. * Between 1-3 years’ previous experience of data management, data manipulation, analysis and reporting at a senior level, which may have been gained in public or private sector establishments. * Knowledge of ICT skills to support the data management of the academy system and the analysis of performance. * Outstanding numerical and analytical skills, attention to detail and a practical approach to problem solving. * Planning and prioritising own workload and managing conflicting demands * Ability to cope with periods of pressure, work flexibly. * ICT literate with advanced knowledge of computerised databases, Internet, Email and Office applications, e.g. Excel, Word. * Excellent communication & interpersonal skills with the ability to quickly establish positive working relationships. * Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgement. * Ability to plan and prioritise own workload, those of others and act on own initiative * Effective work presentation skills and a high degree of accuracy. * Awareness and adherence to the Data Protection Act and the Freedom of Information Act. | |
| This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. | |

Signed: (Post Holder)

Signed: (Principal)

Date: