



Southfields Academy

JOB DESCRIPTION: DATA MANAGER

RESPONSIBLE TO: Senior Leader – Data, IT and Timetable

CONTRACT: Permanent

WORKING PATTERN: 8am – 4pm (35 hours per week), Term Time Only + up to 10 days

ACTUAL SALARY: Grade 5, SCP 22-25 (£23,779.21 – £25,749.81)

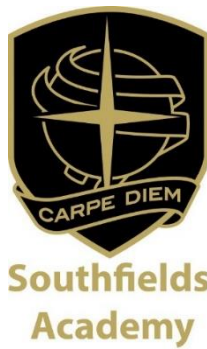
MAIN PURPOSE OF THE ROLE:

To be responsible for the management of Academy data, including assessment data and admissions data, and to support the daily operations of the MIS.

MAIN RESPONSIBILITIES:

- Oversee and manage the collection and analysis of assessment data across the Academy in line with the academy assessment calendar.
- Manage and develop identified sections of the Academy MIS (BromCom).
- Support the Senior Leader – Data, IT and Timetable with the timetabling process including the management of students and groups.
- Liaise with external agencies regarding data collections as required e.g. DFE, Local Authority.
- Manage and update user's access levels, to ensure they are appropriate and maintains the integrity of the MIS.
- Work with SLT to support transition processes including but not limited to Year 6 transition, KS4 Options and Year 12 Enrolment.

Please be aware that this list of duties is not exhaustive and you may be required to carry out other reasonable tasks as directed by your line manager.



PERSON SPECIFICATION: DATA MANAGER

QUALIFICATIONS

- To have achieved a minimum of good passes on Level 3 qualifications.

SKILLS & KNOWLEDGE

- Previous experience of working with MIS systems is desirable however training will be provided.
- Good working knowledge of Microsoft Office and related packages, including Microsoft Excel skills.
- Excellent verbal and numeracy skills.
- A strong commitment to continuing professional development including learning new skills and IT programmes.
- Attention to detail, confident report compiling and documentation skills
- Experience of working to targets and deadlines.
- Confidence in delivering small training sessions to staff across the Academy.

Southfields Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS check, along with other relevant pre-employment checks.