

Data Manager

Trust Position



Wootton Park Academy Trust

c/o Wootton Park School, Wootton Hall Park, Northampton. NN4 0HZ

GRADE:

K32-36, 37 hours a week, 41 weeks

EMPLOYED BY:

Wootton Park Academy Trust

LINE MANAGER:

COO

AIMS OF THE POST

- ✓ To manage, develop and maintain the trust's/school's MIS system
- ✓ To develop a strategy for data management across all phases of the trust/school.
- ✓ To manage GDPR, data in accordance with legislation

DUTIES & RESPONSIBILITIES

- ✓ To oversee day-to-day use the Trust/school's MIS system, Arbor.
- ✓ To ensure accuracy of the data and system usage, including access rights and reporting tools.
- ✓ To manage the input of data into the trusts/schools MIS and assessment systems.
- ✓ To be responsible for the schools in the trusts statutory data returns three times a year (Census).
- ✓ To be responsible for the workforce census return once a year.
- ✓ To provide support and training to colleagues in the use of the MIS and assessment system as needed.
- ✓ To work with staff to maintain accurate records of free school meals and inform staff of any changes across the trust.
- ✓ To ensure information and data for parent reports is completed in time for production and distribution.
- ✓ To lead on the analysis and distribution of student attainment data: SATs, report grades, examination results, gender information, student groups for use in target setting, prior attainment information, OFSTED analysis etc.
- ✓ To produce reports for the Trust and school senior leadership teams as required.
- ✓ To manage learner files, with regards to new cohort, leavers and in year starters.
- ✓ To maintain accurate records of all groups in the MIS e.g. disadvantaged, LAC, and EAL data; including working with the SENDCo.
- ✓ To prepare the MIS for the coming academic year and liaise with the Trust/School staff regarding the production of timetables for both learners and staff.
- ✓ To support the admissions data process across the trust and in the Schools Management Information system for starters and in-year admissions to ensure accuracy
- ✓ To provide data reports as required on trust/whole school data, which includes data analysis of exam results
- ✓ To work with the Exam Officer to check all exam entries including submission to exam boards. In addition, to provide additional support during exam periods (internal and external)
- ✓ To work with and support colleague(s) from the trust and school's Leadership Team in the use of data linked to learner progress
- ✓ To have a very good understanding of national and local developments in school accountability measures.
- ✓ To manage GDPR across the trust, ensuring each school is adhering to legislation.
- ✓ To complete an data requests in line with legislation and trust policy.
- ✓ To attend any relevant training and CPD where required.
- ✓ To participate in the performance and development review process, taking personal responsibility for identification of learning development and training opportunities in discussion with line manager.
- ✓ To ensure any documentation produced is to a high standard and is in line with the brand style

SAFEGUARDING

- ✓ All members of staff have a responsibility and duty of care to safeguard and promote the welfare of learners. Staff must be aware of the systems within the school that support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate and regular child protection training
- ✓ All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check)

HEALTH AND SAFETY

- ✓ To ensure that practice is, in all respects consistent with the requirements of Wootton Park Academy Trust's Health and Safety Policy, as well as with any subject-specific health and safety guidelines

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the CEO/Trust (in consultation with the post holder) to reflect the changing work composition of the business.