



ATAM Academy
Job Description
Data and Examinations Manager

Post:	Data Manager
Salary Scale:	Competitive
Liaising with:	Principal Senior Vice Principal - secondary - Head of school All staff Attendance / Admissions Officer
Line of Responsibility	Senior Vice Principal - secondary- Head of school for Data Manager responsibilities

Purpose of Post:

- To contribute to the development of a strong, effective academy with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the academy into the wider community.
 - Working as part of a team to ensure a purposeful, positive and disciplined culture and ethos, which ensures a safe and stable population with strong progress and attainment outcomes for students. Thereby, ensuring a high-quality education for all pupils.
 - To collate, interpret, analyse and present timely and accurate data on pupil attainment and progress to SLT, middle leaders and the Trust to support the intelligent use of data to drive school improvement.
-

Key responsibilities

- Support the Principal in ensuring the academy's commitment to safeguarding and promoting the welfare of children is delivered
- Be emblematic of our values:
 - Truth, Altruism, Compassion, Service, Courage, Resilience and Love.
- Trust Ethos: Together As One

Key responsibilities:

- To manage and maintain Arbour (MIS) assessment module
- To manage the production of interim and annual reports to parents in all year groups and to use data gathering from the reports
- To manage the input and analysis (when required) of pupil / school targets following internal and external assessments/examinations
- To manage the analysis of attendance and behaviour data
- To manage the accurate record of pupil characteristics (e.g EAL, PP, SEND and ethnicity) in Arbour (MIS)
- To manage the accurate SEND/EAL/PP registers
- To produce and publish individual pupil targets for teaching staff at the start of the year
- To support the work of other administrators when required
- To manage the school's commitment for reporting accurate data to the Trust, the DfE and other agencies
- To present, interpret and analyse reports on pupil progress, internal assessment data and examination results for SLT, Governors, and middle leaders
- To manage assessment windows in line with the school assessment cycle
- To lead the school process for producing reports to parents
- To provide staff, parents and other agencies with data on request
- To support with training wider staff on use of data analysis tools

General Duties

- To act in accordance with the academy and Trust's Policies and Procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To adhere to the Trust's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.

- To take care of your own and other people's health and safety in line with academy and Trust policies and procedures.

The above duties are not exhaustive and the post-holder may be required to undertake reasonable tasks as assigned by the Principal.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

CONDITIONS OF EMPLOYMENT:

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

The Khalsa Academies Trust (TKAT) Safeguarding Statement

The Khalsa Academies Trust is committed to safeguarding children. We believe that children and young people should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We expect that all staff, volunteers, outside agencies and service providers adhere to our policies and share in our commitment to safeguard all children in our care.

Data and Examinations Manager- PERSON SPECIFICATION

	Essential	Desirable
Qualification Criteria	<ul style="list-style-type: none"> • Honours Degree or equivalent experience • Qualified to work in the UK. 	<ul style="list-style-type: none"> • Evidence of post degree study and qualifications • Administration qualification • Data management qualification • Willingness to undertake CPD as necessary for the post.
Experience	<ul style="list-style-type: none"> • Experience of using Arbour MIS or equivalent • Experience working in an school environment in a data capacity • Experience of working autonomously and part of a team, managing own workloads and meeting deadlines, setting priorities and achieving agreed targets • Experience of producing accurate and timely reports • Experience of working with various data analysis tools and systems, including uploading data, setting up filter parameters and interrogating data • Experience of using SISRA Analytics 	<ul style="list-style-type: none"> • Experience of microsoft and / or google office packages as an expert user • Experience of planning and managing examination procedures
Knowledge	<ul style="list-style-type: none"> • Knowledge of relevant Arbour (or equivalent MIS) modules • Knowledge of performance tables and school data • Knowledge of Fischer Family Trust/Analyse School Performance 	<ul style="list-style-type: none"> • Knowledge of examination and procedures and systems, awarding organisations and invigilation procedures
Skills and abilities	<ul style="list-style-type: none"> • High level of attention to detail and accuracy • Meticulous in approach 	<ul style="list-style-type: none"> • Flexible approach to working in a busy office environment • Ability to work independently, using

	<ul style="list-style-type: none"> ● Highly developed communication skills with the ability to communicate effectively at all levels ● Make decisions for the effective running of the administration related to examinations and data processes ● Ability to handle confidential issues and materials sensitively and appropriately ● Excellent time keeping and record of attendance 	<p>own initiative or as part of a wider team</p> <ul style="list-style-type: none"> ● Willingness / ability to undertake further training and development as required
Personal Qualities	<ul style="list-style-type: none"> ● Commitment to ensuring the safety and welfare of children ● Uphold and promote the ethos and values of the academy ● Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the academy ● Ability to work under pressure and prioritise effectively ● Maintain confidentiality at all times ● Commitment to equality ● Highly approachable, very grounded and able to make sensible judgements. ● Able to build trust and mutual respect between pupils and families. 	
Other	<ul style="list-style-type: none"> ● This post is subject to an enhanced Disclosure and Barring Service check. ● Evidence of continued CPD 	