

Data Manager

Closing date: Friday 7th October

Interviews to take place shortly after closing date

Salary Level: Grade G 21 – 25 (£19,939 – £22,434)

37 hours per week 52 weeks a year

Fixed Term for 1 Year with potential to be extended

We are looking to recruit a full-time data manager to assist the strategic data lead in the provision of a comprehensive data management and analysis service to both the staff, students, parents and stakeholders of the school.

The data team is responsible for:

- Providing first line support to ensure that all systems are working effectively.
- Managing the MIS systems and trouble shoot problems.
- Managing data analysis software.
- Keeping abreast with new software and having a clear vision of the future of data.

The George Eliot School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

If you are interested in this post then please email your completed application form to:

Lorraine.taylor@george-eliot.warwickshire.sch.uk

JOB DESCRIPTION

Post Title: Data Manager
Salary: Grade G, Salary Points 21-25 (£19,939 - £22,434 FTE)
Employed by: The Midland Academies Trust

Line Manager: Strategic Data Lead

Purpose of Job:

The management and dissemination of assessment and performance data within the academy and of the schools MIS and assessment databases system. To be responsible for the management of the collation and production of school assessment and reporting information in line with internal/external deadlines. The post will also include working with the Strategic Data Lead to further develop the use of data, to raise student attainment.

Description of duties and responsibilities:

1. Developing and co-ordinating with designated senior staff, systems and procedures for collection, analysis and reporting requirements for pupil data/statistical information.
2. Ensuring that complete and full educational data is available for all students from Year 7 to Year 11.
3. Planning and ensuring relevant access arrangements for all student data across each year group relating to achievement and performance, reporting to parents across Years 7 to 11.
4. Managing the cycle of reporting and production of reports on progress etc. for parent's evenings and other Academy events as required.
5. Managing the production of reports and input of estimated grades into the Academy data system.
6. Developing action plans to support the preparation of documents for all departments to enable the collation of performance data across all Key Stages.
7. Developing and implementing management reports to access and analyse performance data/information.
8. The production of accessible, ranked data to enable departments to set performance targets in line with whole Academy policy.
9. Leading on the development of systems and reporting formats to meet the changing needs of the Academy.
10. Co-ordinating and attending meetings with staff to discuss data requirements, reporting and analysis requirements in support of senior staff.

11. Ensuring the production of all performance data on students within the Academy in line with the school calendar and deadlines.
12. Planning and managing systems and supplies of resources for reports to parents.
13. Production, co-ordination and distribution of reports, quality control and management of enquiries from parents/carers.
14. Supporting senior staff in planning, collection, collation and analysis of data or statistical data in line with deadlines.
15. The co-ordination, production and provision of information or data related to internal exams / tests of reports to parents in a suitable format for the Academy website.
16. Contribute to the general ethos/aims of the Academy.
17. Recognise own strengths and areas of expertise and use these to advise and support others.
18. Individuals have a responsibility for promoting safeguarding the welfare of children and young people (s)he is responsible for or comes into contact with.
19. To undertake appropriate appraisal including adhering to the principle of the appraisal.
20. To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents/carers, students and members of the general public.
21. To be responsible and accountable for carrying out the post with regard to the school's Equal Opportunity Policy and Health and Safety at Work Act.
22. Attendance at appropriate staff meetings and parent's evenings.
23. Any other duties as commensurate within the grade in order to ensure the smooth running of the Academy.
24. As a member of support staff the post holder will be expected to hold or be willing to gain a first aid qualification.

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 Principal (in consultation with the post holder) to reflect the changing work composition of the business.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

Conditions of Service

- Salary - £19,939 - £22,434
- The post holder is eligible to join the Local Government Pension Scheme
- Salary is payable by bank account credit transfer at the end of each month
- The working week 37 hours, 52 weeks per year.

PERSON SPECIFICATION

Skills and knowledge

Confident user of the majority of desktop applications	Essential
Confident use of educational software	Essential
Confident user of Microsoft Excel	Essential
Confident user of word processing packages	Essential
Well organised, able to approach work methodically, prioritise and meet deadlines	Essential
Good written and verbal communication skills	Essential
Competent at reading and following verbal and written instructions	Essential
Good interpersonal and team working skills	Essential
Problem solving skills	Essential
An understanding of child protection issues	Essential
Experience of using data analysis packages (e.g. SMID, 4Matrix)	Desirable

Qualifications/Attainment

GCSE Grade C or above in English and Maths	Essential
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Experience

Experience of working in an educational setting	Essential
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Attitude/approach

Able to form good working relationships with colleagues, and to relate appropriately to students	Essential
Reliable and good time-keeper	Essential
Able to work calmly and respond to occasions when work needs to be done urgently	Essential
Discreet and able to deal with confidential information	Essential
Able to respond flexibly to the demands of working in a school environment	Essential
Has initiative and can work independently without excessive supervision	Essential