



Grove Academy

JOB DESCRIPTION

POST TITLE: Data Manager

SALARY: L6 SCP 24-26

CONTRACT TYPE: 42 weeks/permanent - (subject to satisfactory completion of probationary period)

RESPONSIBLE TO: Vice Principal

MAIN PURPOSE:

- To lead Grove Academy's data management procedures and processes.
- Responsible for all operational aspects of MIS including the provision of training and information to staff.

DATA OFFICER DUTIES AND RESPONSIBILITIES

- Managing the provision of data management services to the school by ensuring that all aspects of information management, including student information internal assessments, and external reports are effectively and efficiently undertaken.
- Supporting staff in their understanding and interrogation of data.
- Planning, coordinating and delivering training and information sessions to staff to ensure awareness of new developments and requirements and monitoring the effectiveness of such developments, feeding back to SLT to inform future planning.
- Leading on the school's data management including the co-ordination of data management tasks with the individual Office Managers.
- Producing reports by interrogation and analysis of data, ensuring all data is accurately and appropriately maintained.
- Support the creation and maintenance of timetables.
- Designing and maintaining assessment templates and ensuring that staff complete their data input in accordance with the Academy assessment cycles.

- Supporting the strategic planning of further developments and improvements to support students attainment and increase the effectiveness of teaching and learning by the interrogation and analysis of data retrieved from MIS and other data sources to support student progress.
- Working with SLT to ensure the school strategy for monitoring achievement is effectively and efficiently managed.
- Ensure all the end of year routines are completed for the MIS systems.
- Ensure the new-year routines and procedures for the MIS systems are setup and ready to receive data timely.
- Working with HR and Office Manager to ensure census data returns are completed in a timely manner.
- Being responsible for all operational aspects of the MIS systems.
- Undertaking quality assurance to ensure the integrity of data held.
- Working within the framework of the Freedom of Information Act and GDPR helping and advising staff to ensure compliance.

TRAINING & DEVELOPMENT

- Undertake training as appropriate for the role
- To comply with the school's Health and Safety policy and help to maintain a safe working environment.

OTHER PROFESSIONAL REQUIREMENTS

- Play a full part in the life of the school community, to support its unique vision and ethos and to encourage staff and students to follow this example.
- Positively support equality of opportunity and equity of treatment to colleagues and students.
- Present themselves in a smart and professional manner befitting of their profession.
- Undertaking additional administrative duties as directed by their line manager.
- To comply with any reasonable request from their line manager.

SAFEGUARDING CHILDREN

- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The HR & Examinations officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this Job Description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the data manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by their line manager.

Person Specification – SASH Education Trust Data Manager

Category	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> A good general education including minimum GCSE Grade C in English and Maths. Evidence of successful study Post 16. 	<ul style="list-style-type: none"> Education to degree level. 	Application Form and Interview
Experience	<ul style="list-style-type: none"> Proven experience of the management of and secure retention of data. Experience of data analysis and manipulation to and advanced level. Wide knowledge and experience of Management Information and Reporting Systems. Experience of using Excel to an advanced level. Experience of using Microsoft Office applications. Experience of working with across different levels within an organisation Experience of producing high quality data and reports. Experience of the production of statistics. Experience in collating, analysing and presenting data. 	<ul style="list-style-type: none"> Experience in the implementation and management of MIS. Experience of data management in and education setting. Experience of co-ordination and delivery of training. 	Application Form and Interview
Training	<ul style="list-style-type: none"> Willing to participate fully in all relevant training. 		Application Form and Interview.
Special Knowledge	<ul style="list-style-type: none"> Strong working knowledge of Excel. Understanding of safeguarding children and the boundaries between adults and children in a school setting. Highly competent in the use of IT packages. Thorough knowledge of administrative processes. An understanding of the confines of confidential working e.g. Data Protection. 		

Circumstances	<ul style="list-style-type: none"> • Able to work during school holiday periods. • Able to attend Academy open and parents' evenings where required. 	•	
Disposition	<ul style="list-style-type: none"> • Reliable, organised able to work effectively and innovatively. • Flexible and open to change for continuous improvement. • Able to remain calm under pressure and manage conflicting demands. • To be an excellent team player who effectively contributes to raising attainment and achievement within the Academy. • Able to support, influence and motivate others. 	•	
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Ability to interpret or analyse data and information in order to make decisions or recommendations. • ICT literate with a desire and ability to develop new skills. • Strong attention to detail. • Excellent numerical and analytical skills. • Excellent oral and written communication skills. • Demonstrable ability to produce a good standard of written work, e.g. response to correspondence and reports. • High standard of presentation. • Ability to exchange varied information with a range of audiences. • Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide. • Good decision maker and negotiator • Ability to develop systems and practices which are accurate and efficient. 	•	
Legal Requirements	<ul style="list-style-type: none"> • Enhanced Disclosure and Barring Check. 	•	