



THE PASSMORES CO-OPERATIVE LEARNING COMMUNITY

Job Description

Name:

Title: Data Manager

Salary: Band 5 Point 35 / Full Time 52.14weeks

Responsible to: Assistant Principal (Data Management)
Principal, Vice Principal (Curriculum &
Timetabling),

Responsible for: Strategic Data Analysis

Performance Management Reviewer: Tina Sparrow

Purpose of Job:

Responsibility for the day to day management of pupil data and reporting systems. Responsibility for ensuring the timely completion and return of statistical data to relevant sources (e.g. DfE, Local Authority). To assist academy staff in monitoring student attainment data. To respond to educational developments, both strategic and operational, that have implications on data management.

Main Duties / Responsibilities:

Data/Statistical Analysis

- To work with Assistant Principal (Data Management) to ensure the timely and accurate input and administration of all academy data
- To set up and maintain monitoring and tracking processes for all key stages
- To set up and maintain analysis reports on the progress of each year group
- To monitor the progress of sub-groups using the appropriate computer software
- To investigate and report on patterns and trends in attainment
- To process data for departmental use for GCSE analysis
- To assist with target setting for individual students by subject
- To analyse the results from SATs, CATs and other tests taken by students
- To collect data from external and internal sources
- To formulate complex spreadsheets for data analysis
- Producing accurate statistical analysis reports to specific deadlines
- Keeping abreast of changes within the educational framework for specific analysis of data and its management within the Academy

Management Information System

- To create specific reports with regard to attainment and attendance of students
- To create customised reports when required
- To keep the MIS up to date with test results, targets and predictions
- To provide support to other members of staff on the use of the MIS
- To liaise with the IT Manager with regard to maintaining and improving the MIS
- To pre-produce the main Academy curriculum/timetable within the timetabling scheduling package & assist with the production of the curriculum maps on the Academy system

- To carry out the administration of the Academy options processes
- To work with Vice-Principal (Curriculum & Timetabling) to ensure the timely and accurate administration of staff, rooms and class timetables
- To provide a point of contact for all designated teaching and timetabling related matters
- Subsequent maintenance and updating of the Academy timetable scheduling system
- To ensure that all data held on the timetable system accurately reflects current timetables, rooms and teachers Student Reporting
- To administer and maintain academic reports for parents
- To assist in ensuring student reports are completed in accordance with the reporting & assessment timetable
- To produce detailed spreadsheets for departments / Senior Leadership Team to analyse the results from reports.
- To take an active interest in continuous professional development in the post
- The above duties are neither exclusive nor exhaustive and the postholder may be asked to undertake other duties as reasonably requested by the Principal.

In addition to the above areas, the postholder is responsible for the following actions:

Liaising with: Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

Health and Safety

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

Pastoral System

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

Other specific duties

1. To play an active part in the life of the school community

The job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and the job title

V Goddard
Principal
November 2017

Person Specification – Data Manager

Attributes	Requirements necessary for effective performance of the role	Essential	Desirable
Education, Qualifications & Knowledge	• Educated to at least A Level or equivalent or have relevant vocational experience • Recognised GCSE or equivalent qualifications in English and Mathematics • Knowledge and understanding of the data requirements of schools • Ability to interpret and analyse data and information in order to make decisions or recommendations • Excellent knowledge of a variety of ICT applications, including Excel • Knowledge of Management Information Systems • Good knowledge of data protection and freedom of information legislation • Knowledge of statutory data reporting requirements, e.g. school census • Evidence of recent continued professional development	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓

Experience	• Experience of working in data management	✓	
	• Experience of managing and developing data systems	✓	
	• Experience of producing accurate data for reporting and assessment	✓	
	• Experience of information gathering and in-depth analysis	✓	
	• Experience of working in an educational environment		✓
	• Experience of working with particular data systems, e.g. 4 Matrix, SIMS		✓
Aptitudes & Skills	• Excellent IT skills	✓	
	▪ Ability to focus on detail and accuracy when compiling data reports	✓	
	▪ Excellent organisational and time management skills	✓	
	▪ Ability to plan and implement systems to maximise use and effectiveness	✓	
	▪ Ability to plan, organise, prioritise work and meet tight deadlines, often managing conflicting priorities	✓	
	▪ Excellent communication at all levels	✓	
	▪ Ability to work unsupervised in a leading role	✓	
	▪ Ability to produce written reports suitable for a variety of audiences	✓	

Personal Attributes	• Enthusiastic, innovative and forward - thinking	✓	
	• Ability to work to professional standards, to develop effective working relationships, think independently and influence others through persuasion and/or discussion	✓	
	• Ability to line manage the Data Administration Assistant, including giving instruction, overseeing and quality assessing work	✓	
	• Confident and at ease when meeting and communicating with a diverse range of people	✓	
	• Excellent interpersonal skills, e.g. ability to deal sensitively with people and resolve conflict	✓	
	• Ability to think creatively and strategically	✓	
	• Willingness to take on responsibility	✓	
	• Commitment to personal development of self and team	✓	
	• Willingness to display flexibility in working hours to best support the needs of the academy during key periods	✓	
Safeguarding Children	• Demonstrate commitment to safeguarding and promoting the welfare of children and young people	✓	
	• Enhanced DBS disclosure check	✓	