# Job Description

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| **POST:** | **Data Manager** |
| **RESPONSIBLE TO:** **GRADE:** | Deputy Principal: Curriculum and Assessment |
| **SALARY:** | SCP 18 – 22 - £26,466 - £28,360 Actual Salary |
| **LOCATION:** | Oasis Academy Oldham – Flexible working from home considered for the right candidate |
| **WORKING PATTERN:** | Full-time, term time plus 3 weeks (must be available to work GCSE results week in August) |
| **DISCLOSURE LEVEL:** | Enhanced |
| **JOB PURPOSE:** | The role represents an opportunity to be intimately involved in creating and implementing strategies for raising standards. The Data Manager will play a key role within the Academic team and will be involved in a broad range of activities relating to curriculum and achievement. |

**SPECIFIC RESPONSIBILITIES:**

### 1. Data Collection

The Data Manager will be responsible for the receiving of data from staff, parents, teachers, primary schools, previous schools, the local authority and the Department for Education relating to both academic and pastoral data.

### 2. Data Management & Analysis

The Data Manager will be responsible for storing, analysing, interrogating the data and asking intelligent questions in relation to it. The use of the Academy's Management Information System (MIS) and Microsoft Excel will be essential to this aspect of the role.

### 3. Data Sharing

The Data Manager will be responsible for management reporting and feeding data back to students, parents, staff and external agencies, in particular providing teachers with incisive feedback on their students and parents with relevant information on their children.

The successful applicant will be a numerate graduate with experience in data analysis. The ability to confidently interrogate data and to report at an advanced level are essential. A keen eye for detail and a willingness to learn are also of great importance. The successful applicant will seek to develop their skills within a caring profession and see beyond statistics to people, especially to students and their learning needs.

The successful candidate must be familiar with the workings of Microsoft Excel at an advanced level and should be able to navigate a relational database with confidence. Experience of Facility CMIS is not essential, however, and training will be provided by the existing academic team where appropriate. These technical skills will, however, be subservient to the real skills of making the complex appear simple and the ability to work with staff to raise academic standards across the Academy.

**Safeguarding Children**
Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

**Other Duties**
- The post holder will be subject to performance objectives agreed annually.
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.
- To take on any whole school initiative or responsibility that the Principal may direct.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

**This Job Description and Person Specification may be renegotiated by the Principal if the Academy faces changing circumstances.**

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

# Person Specification
# Data Officer

**Our Purpose**

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

| | Essential | Desirable |
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| **Qualifications** | • Formal higher education qualification and/or degree in mathematical or related discipline<br>• Significant experience of extracting, interpreting and forecasting complex data to tight deadlines<br>• Experience of data analysis and analytical skills | • Knowledge and understanding of the examination/assessment and accountability frameworks used in schools |
| **Experience, Skills & Knowledge** | • Extensive IT skills, including an advanced knowledge and understanding of the use of Excel<br>• Excellent oral and written communication skills<br>• Excellent organisation and administrative skills<br>• Evidence of the ability to work to high standards of accuracy, including the ability to analyse and work methodically with a meticulous eye for detail<br>• Good presentational skills | • Working knowledge of school Management Information Systems, particularly Facility CMIS<br>• Knowledge of the workings of schools, e.g. timetable, census returns |

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| **Personal Qualities** | • Ability to work as part of a team and on own initiative, with resilience<br><br>• Ability to communicate effectively with staff and students<br><br>• Self-motivated with the ability to multi-task<br><br>• Possess good interpersonal skills<br><br>• Ability to enthuse and motivate others<br><br>• Articulate and able to communicate effectively<br><br>• Excellent written skills<br><br>• A genuine desire to work with, and on behalf of, young people.<br><br>• Energy and drive.<br><br>• Willingness to undergo appropriate checks, including enhanced DBS checks<br><br>• Willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos.. | |