

Job Description

Post: Data Manager

Purpose

To challenge educational and social disadvantage by providing an efficient data administration service in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Process all aspects of applicants and student data including assessment information as directed.
- Work to the Principal's vision for all aspects of progress data, including assessment records; behaviour and attendance tracking; and reporting to parents.
- Accurately manage, maintain, analyse and report academy data.
- Prepare clear and accurate student data for a wide variety of stakeholders (e.g. CEO, Local Governing Body, SLT, Ofsted) using CEDAR and other applications as required.
- Lead on the preparation of central data collection windows and the reports to analyse this data.
- Liaise with heads of faculty to produce subject specific data and provide staff support / training in relation to data management and analysis.
- Lead on the preparation of systems for reporting to parents.
- Co-ordinate and help lead all in-year testing e.g. literacy screening tests.
- Manage the texting service to send messages to stakeholders.
- Oversee the production of progress and achievement reports for parents in line with the event / academic calendars.
- Manage the timetabling process and, where necessary, in-year changes and the production of student timetables for in-year starters.
- Design and implement processes to ensure the efficient in year timetable of student enrichment choices.
- Produce accurate reports of students on courses for examinations entry purposes.
- Manage the receipt of all aspects of data, particularly new student data and ensure in-year starters are processed efficiently.
- Ensure the completion of censuses as required by the DfE and submission of academy data to appropriate 3rd Party analysis services.
- Ensure the academy is fully compliant and efficiently manages all aspects of data sources.
- Work to the direction of the Trust in ensuring the academy is GDPR compliant.
- Maintain operating systems such as CEDAR and 4Matrix and ensure records are accurate and up to date.
- Lead on the population and maintenance of the online room booking system as required.
- Work with other data administrators / managers across the Trust and keep up to date with the latest research and development.
- Maintain the utmost discretion and confidentiality.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.