

JOB DESCRIPTION: DATA MANAGER
TIER 3

REPORTING TO: Lead Data Manager

CONTRACT: Permanent

WORKING PATTERN: 8:00am – 4:00pm (35 hours per week, 39-41 weeks)

SALARY: SCALE 6, SCP27 (FTE) - £33,870 P.A – S01, SCP 29 (FTE) - £35,795 P.A

MAIN PURPOSE OF THE ROLE:

To be responsible for the management of Academy data across a number of areas, including student data, events data and admissions data.

To take responsibility for collating accurate census data.

To support the daily operations of the MIS.

To analyse data and prepare reports as directed.

MAIN RESPONSIBILITIES:

- Oversee and manage the process of the collection of a range of required data following the guidance of leaders.
- Manage and maintain the platform being used to collect the required data.
- Provide support for those entering the required data as appropriate.
- Provide support for the users of the required data.
- Analyse the data following guidance from leaders and the Data Manager Lead.
- Generate reports of the required data for leaders and under the guidance of your line manager.
- Liaise with the platform provider to ensure efficient and accurate data collection, migration and reporting.
- Manage and develop identified sections of the Academy MIS (BromCom).
- Work with all stakeholders; staff, students and parents, as necessary, to support accuracy and integrity of required data.
- Promote the collection of data required for the census, collate this data, manage any queries and errors and check the accuracy of the census data. Prepare census data for submission.
- Liaise with external agencies regarding data collections as required e.g. DFE, Local Authority.
- Manage and update user's access levels, to ensure they are appropriate and maintains the integrity of the MIS.
- Work with SLT to support transition processes including but not limited to Year 6 transition, KS4 Options, and Year 12 Enrolment.
- Provide training on the MIS to staff as required

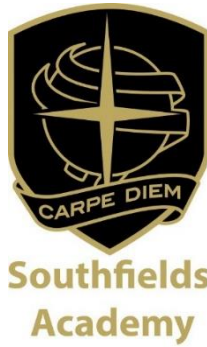
OTHER DATA ADMIN TASKS:

- Support the Data Team with administrative data tasks as directed by the Data Manager Lead.
- Support staff with the use of the MIS as appropriate.
- Contribute to the management of responses to the Academy data help desk.

GENERAL:

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to children and young adults in relation to the postholder's role.
- To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

This list of duties is not exhaustive and you may be required to carry out other reasonable tasks commensurate to your grade as directed by your line manager.



PERSON SPECIFICATION: DATA MANAGER – TIER 1

QUALIFICATIONS, TRAINING & KNOWLEDGE

	ESSENTIAL	DESIRABLE
Grade 4/C or above in GCSE English & Maths, or equivalent	✓	
Good standard of A Level education, or equivalent	✓	
Educated to degree level	✓	
Good working knowledge of Microsoft Office and related packages, including Microsoft Excel	✓	
Good working knowledge of the MIS utilised at the Academy	✓	

EXPERIENCE

	ESSENTIAL	DESIRABLE
Previous experience working with a Management Information System (MIS), such as Bromcom	✓	
Experience working in an office and data driven environment	✓	
Experience working with, organising and analysing large volumes of data	✓	
Experience working in a school environment		✓
Experience planning and prioritising competing tasks to meet deadlines	✓	
Experience working to targets and deadlines	✓	
Experience delivering small training sessions		✓

PERSONAL SKILLS, ABILITIES & QUALITIES

	ESSENTIAL	DESIRABLE
Good levels of literacy and numeracy	✓	
Ability to establish good working relationships with a wide range of stakeholders	✓	
Excellent written and verbal communication skills	✓	
Meticulous attention to detail and ability to work accurately	✓	
Outstanding organisational skills	✓	

Confident addressing small audiences		✓
Strong commitment to continuing professional development, including learning new skills and IT programmes	✓	

Southfields Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS check, along with other relevant pre-employment checks.