

**JOB DESCRIPTION: DATA MANAGER**  
TIER 2

**REPORTING TO:** Lead Data Manager

**CONTRACT:** Permanent

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

**SALARY: SCALE 5, SCP 22 (FTE) £30,052 P.A – SCALE 5, SCP 24 (FTE) £31,465 P.A**

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**MAIN PURPOSE OF THE ROLE:**

To take responsibility for the management of data across two or more defined and specific areas required by the Academy.

To be able to cover for the work of other Data Managers as required.

To support with other generic data administrative tasks.

To provide support to staff with MIS operations when appropriate.

**MAIN TASKS:**

- Oversee and manage the process of the collection of the required data, across a number of areas, following the guidance of leaders.
- Manage the elements of 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.
- Generate reports of the required data for leaders and under the guidance of your line manager.
- Cover for the work of other Data Managers as appropriate.
- Liaise with the platform provider to ensure efficient data collection, migration and reporting.
- Work with all stakeholders; staff, students and parents, as necessary, to support accuracy and integrity of the specific data.

**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.

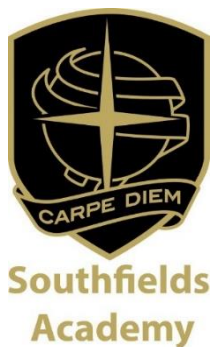
**GENERAL:**

- 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**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
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**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
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**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
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.