



Atlantic Academy Portland

an Aspirations Academy

Miss Heppell - Principal of Primary
Mrs Bishop - Principal of Secondary

Maritime House
Southwell Business Park
Portland, Dorset. DT5 2NA

Tel: 01305 820262
Email: Office@atlantic-aspirations.org

www.atlantic-aspirations.org

Data Manager Job Description and Person Specification

Post Title	Data Manager
Salary/Grade:	Grade H point 24-27 (£27,905-£30,507) pro rata for part time
Academy:	Atlantic Academy Portland, Aspirations South Coast District
Reporting To:	Director of Business Support Services
Disclosure Level:	Enhanced
Hours of Work:	37 hours a week, 41 working weeks - 46.73 paid weeks per annum
Leave:	Annual Leave is 24 days working days for a full year, based on a 5-day working week in addition to Bank/Public holidays
Core Purpose:	
This is a pivotal role providing comprehensive support to the Senior Leadership Team through the management, analysis and reporting of data for key school performance and accountability measures. You will oversee core management informations systems for student data and will line manage a small team.	
Main Duties:	
• Manage administration of school MIS ensuring that all data is accurate and up-to-date. • Coordinate and deliver regular in-school data collections based on the annual "Assessment and Reporting" calendar. • Update ESLT with regular Key Performance Indicators. • Utilise FFT Aspire to enable student target setting. • Prepare and deliver provisional key stage results analysis (EYFS,KS1, KS2 and KS4) on national publication dates. • Produce and deliver termly pupil progress reports. • Provide weekly attendance monitoring updates using an Excel Dashboard • Collate and submit termly data returns to the Trust using DCPro. • Prepare and deliver termly ranking data for setting new teaching groups. • Deliver training in the understanding and use of school performance data. • Support the termly allocation of enrichment activity groups. • Attend vocationally relevant training events, providing updates and feedback to colleagues as appropriate.	



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Staff Development Responsibilities:

- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
- To support the induction of new staff.

Other Duties:

- To continue personal development as agreed at appraisal.
- To address the appraisal targets set by the line manager.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Security, Safeguarding and Health and Safety procedures are adhered to.
- Comply with decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.

General:

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you this



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job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification

Person Specification

Criteria	Essential	Desirable
Qualifications and Education		
Educated to Level 6 (e.g a degree with honours) or able to clearly demonstrate relevant vocational experience	?	
Experience		
- Supporting a school Senior Leadership Team with data analytics for school performance. - Manipulating large and varied data sets into meaningful summary analyses relevant to audience. - Managing student data in core MIS. - Working within a systems-led organisation. - Line managing a small team. - Manipulating a range of reporting tools to support school data needs e.g. 4Matrix, FFT Aspire. - Designing and producing pupil progress reports. - Meeting DFE statutory requirements for data submissions. - Promoting and embedding an open and positive school data culture. - Training and supporting school colleagues in the use and understanding	? ? ? ? ? ? ? ? ?	



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of data.		
Skills and Abilities		
- Advanced user of Microsoft Excel including pivot tables, dashboards and macros. - Consistently work to high levels of accuracy. - Translate data requirements into relevant output. - Systematically apply quality assurance processes. - Meet tight and cyclical deadlines. - Actively encourage feedback. - Apply GDPR to daily working practice. - Deploy positive communication and negotiation skills. - Develop collaborative working relationships with colleagues.	? ? ? ? ? ? ? ? ?	
Knowledge		
- Familiar with national school performance measures. - Conversant with frameworks for internal school data collections and reporting. - Informed about key agencies relevant to role e.g. DFE Standards and Testing Agency. - Informed about Trust, local and national deadlines for data submissions and checking exercises. - Informed about national statistics and related trends for attainment and progress. - Informed about national changes to national school accountability frameworks.	? ? ? ? ? ?	
Personal Attributes		



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- Technical competency, collaborative, flexible, determined, pro-active, good-humoured, numerate, literate, creative, adaptable, methodical, organised, motivated, reflective, prompt, problem-solver, loyal.

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