



UXBRIDGE HIGH SCHOOL JOB DESCRIPTION: DATA MANAGER

Responsible to:	Leadership Team line manager / Principal
Grade / Salary:	UHS APR 40 - 44, Salary 37,293 – 41,025 pa
Hours:	36 hours per week, 52 weeks pa (with 33 days holiday pa).
Overview of role expectations	
- To lead on all aspects of data across the school. Create and develop analytical solutions to exploit the school's data information systems. Take responsibility and lead in managing the school's information and reporting requirements. To lead an effective training programme on information tracking and reporting systems for staff. - To be sufficiently discreet and able to work with highly confidential information with discretion. - All the above to be in accordance with any directions which may reasonably be given by the Leadership Team line manager / Principal. - To present on data at meetings (eg leadership, governing body, INSET days, inspection team meetings etc).	
Responsibilities and Tasks.	
1.	To research and investigate data systems and reporting tools which will improve the productivity, efficiency and the overall effectiveness of the school.
2.	To participate in the strategic decision making of the school relating to all aspects of data information systems as and when required by the Principal and leadership team.
3.	To lead and proactively promote, collaborate and drive the use of data across the school.
4.	To work closely with middle and senior leaders to ascertain information requirements and provide relevant solutions.
5.	To analyse national data documents, including ASP, the Sixth Form L3VA and ALPS and present summary findings to middle and senior leaders and the governing body.
6.	To create and develop a suite of tools to enable the effective monitoring of vulnerable students.
7.	To work closely with the ICT manager to continue the ongoing integration of the schools MIS.
8.	To devise and implement procedures to meet the organisational, technical and strategic demands of the school.
9.	To work with the Examinations and Data Officer and timetabler to ensure the necessary data systems and processes related to these areas are supported, evaluated and improved upon.
10.	To oversee and line manage the Sixth Form data and procedures. To recommend and implement approved data related projects.
11.	To produce clear, concise and accurate information to support senior and middle leaders in raising standards of performance in the school.
12.	To oversee the operational data systems within the school and ensure all statutory reporting requirements are met.
13.	To provide strong support to staff. To audit, develop and deliver a data training programme for relevant staff through training days and one-to-one training.
14.	To support teaching staff in the use of data to raise standards of student and staff performance.
15.	To support associate staff in using data systems to improve their productivity both in the short and long term.

16.	To manage and develop the academic, behavioural and report databases.
17.	To produce data analysis reports for a range of audiences including non-specialists.
18.	To contribute to the whole school evaluation process providing necessary data for staff.
19.	To make improvements to the collection, interpretation and dissemination of attendance data in conjunction with the Inclusion Officer.
20.	To adapt and develop the school's MIS system.
21.	To train governors on data and interpreting results and findings, as well as assisting them to use and understand data.
22.	To keep up to date with new developments related to data information systems reporting back to the leadership team on a regular basis and to disseminate good practice.
23.	To implement and manage the school's online reporting tool to all its stakeholders.
24.	To be familiar with and ensure compliance with all current legislative requirements eg data protection, copyright and computer misuse etc. and advise staff as appropriate.
25.	To undertake training and development relevant to the post and in line with the school's developing profile.
26.	To participate in skills transfer as part of the ongoing development of a flexible team.
27.	To perform any other duties necessary to aid the growth and development of the post.
28.	To undertake specific projects or other temporary duties consistent with the basic objectives of the post as required from time to time.
In addition the role includes adherence to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with other staff employed at the school, school governors and outside bodies. You will work under the reasonable direction of the Principal and leadership team line manager and be prepared to carry out any other duties commensurate with the general level of this appointment.	
Name of Post Holder: Signature: Date:	