

## Job Description

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<b>Post:</b>	Data Manager
<b>Accountable to:</b>	Principal & Director of Finance and Operations
<b>Grade/Range:</b>	Grade P03 SCP 32-35
<b>Salary:</b>	£43,824 £47,043 FTE Inner London Values
<b>Working Pattern:</b>	Permanent, Full time, All year round
<b>Location:</b>	Newham Collegiate Sixth Form Centre
<b>Disclosure level:</b>	Enhanced
<b>Responsible for:</b>	School and Student Database

### Main Purpose

Responsible for the management of the Management Information System, students' assessment, recording and reporting, providing comprehensive and professional administrative support for the centre, ensuring efficiency, accuracy and confidentiality at all times. To lead on the development and whole school training of the Management Information System (MIS). To manage the development and student data input in to the MIS, ensuring reporting is carried out effectively and accurate student information kept updated. To also act as the support to the Principal, Deputy Principal and Director of Finance & Operations.

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### Key Accountabilities

#### Data Manager

- Leading on Implementing and managing the development of the MIS systems and functions in accordance with school data requirements and training of all staff for effective use
- Project lead for development, effective implementation and maintenance of the student recruitment platform, Applicaa.
- Provide strategic and operational data for the NCS
- Lead on completing the DfE statutory returns including the School and Workforce census
- Ensure Data Protection standards are fully up to date in accordance with current legislation
- Provide analysis of school data and information to assist SLT in decision-making
- Provide progress and attainment data for SLT for teacher appraisal and performance management.
- Provide data training to all staff at the NCS on data systems.
- Provide regular reports regarding status of data imports
- Develop necessary procedures for attendance, exams, funding arrangements and administration
- Work cross departmentally to fully utilise the data function highlighting any potential issues around data selections
- Delivering reports and analysis to Senior Leadership Team and teaching staff
- Overseeing regular data reports for attendance, exams and student data.
- Provide guidance, assistance and training to teaching and administrative staff
- Project lead for development, effective implementation and maintenance of Admissions Plus and PAM

- To support the centre positively in terms of public relations with parents, visitors, contractors and external individuals or organisations, be supportive of the centre's values and ethos
- To be involved in whole-centre activities, such as open days, presentation evenings, parent events etc.

### **General Administrative Duties**

- Attend and participate in relevant meetings, training and other learning activities
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- Be responsible for own health and safety as well as that of colleagues, students and the public
- Establish constructive relationships and communication with staff, contractors, agencies and other professionals

### **Communications**

- Ensure effective communication within the Sixth Form, including both academic and professional staff
- Ensure effective communication with other departments and any external contacts as required
- Design and produce high quality documentation for information purposes including the centre newsletter, invitations, reports and information packs

### **Timetabling**

- Management and creation of student timetables, resolving any queries that arise as well as contributing to identifying the correction of processes and procedures
- To interrogate data involving the numbers of students, allocating teachers and rooms across the sites, making sure capacity is used as well as possible
- Responsible for using the data supplied to create the teaching timetable to the requirements of our students as directed by Principal. Manage the distribution and publication of timetable information to staff and students ensuring the timely delivery through appropriate systems
- Working closely with Principal to ensure that all timetabling requirements are considered and integrated
- Act as point of contact for any day-to-day operational timetabling matters

### **Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

### **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

## Person Specification

### Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

### Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

### Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
<b>Education and Qualifications</b>		
Evidence of training , experience and continuous professional development relevant to the post	X	
Educated to GCSE Level C or equivalent in English	X	
<b>Experience</b>		
Knowledge of clerical and administrative procedures	X	
Experience of working as a personal assistant	X	
Experience of line-managing staff		X
Experience of working in a school or college		X
Experience in managing administration systems, data handling and analysis	X	
Experience of working with a range of partners and agencies to deliver agreed outcomes	X	
<b>Knowledge, Skills and Abilities</b>		
Excellent communication skills, both written and verbal	X	
Excellent organisation skills	X	
Flexibility, with the willingness to undertake a range of tasks in a friendly, timely and efficient manner	X	
Ability to prioritise and manage own workload	X	
Excellent ICT skills with a sound knowledge of using computer software packages e.g. Microsoft Office	X	
Knowledge of SIMS and FMS software		X
Knowledge and understanding of a range of IT systems and how they can be used effectively to support learning and NCS improvement	X	
An ability to use IT to produce documents, spreadsheets and databases	X	
An understanding of how data can be used	X	
Excellent analytical skills	X	
The ability to work both independently and as part of a team	X	

Research skills	X	
Good leadership skills and the ability to manage and build teams	X	
<b>Personal Style and Behaviour</b>		
Must be willing to work flexibly, with a problem solving approach – according to the needs of the NCS	X	
Ability to balance priorities and absorb pressure	X	
Must be able to use initiative, be decisive and able to communicate with confidence	X	
Must be able to maintain integrity, reliability and confidentiality and deal sensitively with confidential issues	X	
Must be able to promote the values and ethos of the centre	X	
Excellent inter-personal skills	X	
Evidence of good relationships with students, parents and colleagues	X	
An enthusiasm for the post and ability to motivate and inspire students	X	
A high level of commitment to the NCS and its continuing development	X	
Ability to delegate duties, agreeing priorities and deadlines		
Excellent time management skills		
<b>Aptitudes</b>		
Keep to deadlines and have good time management	X	
High level of relevant IT skills	X	
<b>Relationship management</b>		
Able to work effectively as part of a team	X	
Able to lead others	X	
To listen, support and advise	X	
Able to manage and adapt to change	X	
<b>Other</b>		
Commitment to safeguarding and promoting the welfare of children and young people	X	
Willingness to undergo appropriate checks, including enhanced DBS Checks	X	
Motivation to work with children and young people	X	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X	