



## **Data Manager**

**Chellaston Academy**

**Permanent**

**29.6 hours per week, 40 weeks per year**

**Scale 6 £20,751 - £22,236 pro rata (£29,269 - £31,364 FTE)**

QEGSMAT are seeking to appoint an enthusiastic Data manager to join our hardworking and high achieving team at Chellaston Academy.

The right candidate needs to be very organised. They will need to be experienced as well as friendly and approachable, working well as part of the team and being confident in communicating effectively in order to get the job done. It is expected that the successful candidate will have prior school experience.

### **We offer candidates:**

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- Staff and students are committed to working together to build a positive learning environment, ensuring continuing success for all students.
- Our core values include hard work and personal courtesy. We firmly believe that the aim of always doing one's best is the key to sustained success.

Chellaston Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed.' Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

### **Why work for us?**

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.

- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 702502 . Further details about our school can be found on our website: [www.chellaston.derby.sch.uk](http://www.chellaston.derby.sch.uk)

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

**Closing date for applications: 27<sup>th</sup> September 2024 @ Noon**

**Interview date: w/c 30<sup>th</sup> September 2024**

**Salary: Scale 6 £20,751 - £22,236 pro rata (£29,269 - £31,364 FTE)**

**Potential Start date: ASAP**



## **JOB DESCRIPTION – Data Manager**

<b>Post Title:</b>	Data Manager
<b>Reporting to:</b>	Headteacher/Deputy Headteacher/Senior leadership Team
<b>Scale:</b>	Scale 6 £20,751 - £22,236 pro rata (£29,269 - £31,364 FTE)
<b>Disclosure Level:</b>	Child Workforce - Enhanced, Childs Barred list

### **PURPOSE OF THE POST:**

#### **Purpose:**

- Provide efficient and effective running and development of the academy's data and information systems.

#### **Main Duties**

- Lead the production, management and development of data across the academy.
- Ensure that the school has accurate data and to analyse data in terms of student progress, attainment, behaviour and attendance.
- Ensure and support the academy to fulfil all data protection expectations including GDPR.
- Manage the efficient transfer of data between the Academy and relevant external agencies and stakeholders.
- Produce reports and statistical returns including exam analysis.
- Download and extract external data such as exams data.
- Support the options processes at KS4 and KS5.
- Produce and analyse termly evaluative reports and manage the reporting systems.
- Support the transition process from Year 6 to Year 7 and Year 11 to Year 12, Year 13 to next steps, including the downloading of Year 13 exams data.
- Complete statutory reports such as the school census and workforce census.
- Support and maintain the current G4S mark sheets and be involved in their development.
- Lead and support the academy's admissions processes.
- Lead and support data requirement of parents' evenings.
- Support the Senior Leaders with inputting the Academy's Timetable into SIMS and making necessary changes to timetables/rooming's/groups when required.

- Supporting the transition of new students to the Academy through the securing and inputting of personal and academic information and processing leavers.
- Support the intervention mapping for the academy's Inclusion Graduated Response.
- Support with the administration of wider curricular activities such as school trips and visits.
- Support the data generation and organisation of our rewards systems and events.
- Work with the Trust Data Manager to provide reports for Senior Leaders using Go4Schools to facilitate the analysis and evaluation of student data (targets, predictions, behaviour, exclusions and attendance).
- Access external sources of data (e.g. FFT Aspire, Key to Success) to ensure students prior attainments and data is up to date.
- Line manager for the data administrator.
- Support the SLT with any other data processes, functions and developments.

## **METHODS OF WORKING**

### **The post holder must:**

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities, targets, professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



**QEGSMAT**  
MULTI ACADEMY TRUST

## Person Specification

	Essential	Desirable	Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Maths and English Grade C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Degree or equivalent</li> <li>Data Managers Qualification</li> </ul>	<p>Application form</p> <p>Certificates</p>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Data management principles</li> <li>Understanding of Data Protection Regulations (GDPR)</li> <li>Understanding of the education system and assessment/performance</li> </ul>		<p>Application form</p> <p>Interview</p> <p>References</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Administrator for a Management Information System</li> <li>Proven experience of data management</li> <li>Maintaining high standards by adhering to regulations and timescales</li> <li>Working quickly and accurately to deadlines</li> <li>Line management</li> </ul>	<ul style="list-style-type: none"> <li>NOVA/ Timetabling Experience</li> <li>Go4Schools</li> <li>SIMS</li> <li>Managing statutory DfE returns</li> <li>School/academy data and performance measures</li> </ul>	<p>Application form</p> <p>Interview</p> <p>References</p>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent written and oral communication</li> <li>IT literate – MS Office</li> <li>Effective communication with stakeholders</li> <li>Ability to present data in a user friendly manner</li> <li>Ability to be proactive, use own initiative, be creative and think beyond the obvious solutions</li> </ul>		<p>Application form</p> <p>Interview</p> <p>References</p>

<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Highly organised</li> <li>• Self-motivated</li> <li>• Ability to work under pressure and manage conflicting priorities, prioritise workload, maintain high standards, solve problems and meet deadlines</li> <li>• Ability to communicate effectively with a range of stakeholders</li> <li>• A willingness to undertake further professional development and training.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to recognise potential child safeguarding issues</li> </ul>	Application form  Interview  References
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