



**ABBNEYFIELD
SCHOOL**
*Creative
Education
Trust*

Job Description/Person Specification Data Manager

Post Title	Data Manager
Salary Grade	Grade J (Point Range 33 – 37)
Hours	37 hours a week / weeks negotiable (between 43 - 52 weeks per year)
Location	Abbeyfield School
Reports To	Assistant Principal - Assessment
Purpose Of Post	To coordinate all areas of the school management information systems, to prepare strategic and operational data and analysis reports and to ensure that all statutory requirements are met within the required timeframes. To act as the principal SIMS expert for the school and to have strategic oversight of the school examinations function. To act as the cover manager for the school, ensuring all classes are suitably staffed in the absence of teaching staff.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Assessment

- To lead strategic improvements to assessment recording and reporting systems.
- To ensure that student data is understood and effectively used by all teaching staff.
- To be accountable for ensuring all teaching staff meet deadlines and to ensure that internal, CET and statutory reporting deadlines are met.
- To ensure that all assessment data is accurate.
- To provide base/prior assessment data for external providers.
- To import and analyse target setting data and summative reports from FFT, ALPS, SISRS and any other systems used by the school.
- To import targets into the school's target setting and monitoring systems.
- To analyse achievement data, produce reports on the attainment and progress of individual and cohorts of students, in line with the assessment calendar.
- To set up and manage systems for tracking the progress of students in each key stage.
- To maintain through research, networking and training a high level of expertise and knowledge in national developments in school data management.

SIMS

- To be responsible for the management of SIMS, to oversee the coordination of other key SIMS users and to ensure data is secure, available and accurate.
- To oversee the use of SIMS for the collection of assessment grades, reporting to parents and the analysis of results.
- To ensure that all data structures are fit for purpose and that integrity, consistency and coherence of data is achieved.
- To ensure the smooth transfer of data between Nova-T and SIMS and SIMS & SISRA.
- To continually develop the use of SIMS for assessment and to support staff in the day to day use of the system.
- To set up new and temporary SIMS users ensuring that their access settings are appropriate.

School Census and Data Returns

- To be responsible for school census returns and complete other government and Creative Education Trust data returns.

Reports

- To manage the production and distribution of annual and interim reports on the progress of all students in the school.

Timetable

- Under the direction of the school Senior Leadership Team, be responsible for the construction and maintenance of the school timetable.
- Prepare the school's academic year calendar for all exams and data collection points.

Data protection

- To liaise with the CET GDPR Data Officer to ensure that trust wide guidance is adopted by the school.
- To monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits.
- To be the first point of contact for supervisory authorities and for individuals whose data is processed.
- To manage all subject access requests and ensure that statutory timescales are met when responding to any requests.
- To ensure that the staff are aware of the GDPR regulations, how the legislation may affect their work and what the school's responsibilities are in this area.
- To ensure that the school procedures regarding data breaches are appropriate and followed.
- To be responsible for detecting, investigating and reporting any data protection breaches.

Line Management

- To line manage the Data, SIMS and Examination teams.

Examinations

- To be responsible for establishing a shared strategy across examinations and data management and to ensure that the method of delivery is communicated effectively across the data and exams teams.
- To act as the SLT link for examinations and data, presenting information and reports at key meetings, inspections and audits.
- To have oversight of the public and internal examinations sessions throughout the year.
- To provide timetables for internal examinations and assessments
- To coordinate the workload of the data and examinations teams in peak periods, to put measures in place to ensure collaborative working is achieved.

Cover Management

- To ensure that students are effectively taught through the provision and management of cover staff.
- To liaise with external agencies supplying cover staff to ensure that appropriate staff are available and selected and the school is offered both a high quality and efficient service.
- To ensure that cover staff identity and disclosure information is forwarded to the HR & Operations Manager for record on the Single Central Record.
- To manage the process for emergency cover staff.
- To attend regular meetings with the Principal as part of the cover authorisation process.
- To ensure that records relating to requests for cover are accurately maintained.
- To ensure fairness in the provision of cover for teaching staff.

OTHER RESPONSIBILITIES

1. Work effectively within the support staff team.
2. Work co-operatively with other support and teaching staff.
3. Comply with the Creative Education Trust and School's policies.
4. Carry out any such duties as may be reasonably required by the Creative Education Trust.

The post holder must adhere to and ensure compliance with the School's Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

Attributes		Necessary	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Evidence of commitment to continuing professional development 	<ul style="list-style-type: none"> ✓ ✓ 	
Experience	<ul style="list-style-type: none"> • Meeting tight and cyclical deadlines • Working with senior management and leading a team • Recent experience of working in a senior school environment • Working flexibly in a busy fast paced environment • Experience of multi-tasking effectively • Demonstrable experience of working with systems and procedures • Experience of data input, report writing and analysis • Experience of development, management and operation of computerised administration systems • Experience of arranging teacher cover • Use of SIMS • Use of SISRA 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to follow and document detailed instructions • Ability to maintain high standards under pressure • Excellent literacy, numeracy and IT skills • Effective administration and organisational skills • A high level of computer literacy e.g. Microsoft office and use of databases • The ability to prioritise tasks and to be able to show initiative when dealing with day-day situations • The ability to build effective working relationships • Knowledge and understanding of the data requirements in an education environment 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
Personal Attributes	<ul style="list-style-type: none"> • Professional presentation and manner, ensuring confidentiality • Ability to work under pressure and be able to meet deadlines, maintaining a high level of accuracy • Ability to think creatively, use own initiative and prioritise • Excellent communication skills • Strong organisational and time management skills • Ability to plan and implement systems to maximise use • Ability to lead and motivate a team • Willingness to display flexibility in working hours to best support in areas such as exams or census periods. • A commitment to safeguarding and promoting the welfare of children and young people. • A commitment to the Academy Trust's vision, values, aims and objectives 	<ul style="list-style-type: none"> ✓ 	
Suitability to work with children	<p>Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked.</p> <p>Candidates must demonstrate and understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people.</p>		
Equal Opportunities	<p>Candidates must demonstrate awareness/understanding of equal opportunities</p>		