



Goresbrook School

Job Description

Post: Data Manager

Responsible to: Assistant Principal

Main purpose of the post:

- To be responsible for the leadership and operational side of all data systems in the academy, to ensure the smooth co-ordination and collection and reporting of data, assessment and reporting at key points throughout the academic year

Key responsibilities:

- To be responsible for managing all aspects of internal and external data
- To ensure student timetables are always accurate with allocation of students to groups and management of any changes over course of the academic year
- To provide data and analysis to the Senior Leadership Team, Governors, Teachers and all external agencies on demand to ensure that examination results are accurately reported, and informed decisions can be made – including analysis of exam outcomes during the summer break.
- To lead the preparation, validation and submission of statutory data returns, including the School Census and other DfE, local authority and United Learning returns, ensuring accuracy and compliance with deadlines.
- To ensure that internal assessments, reports and subsequent analysis are collated and distributed on time both to United Learning and in accordance with internal data cycles.
- To administer Cognitive Abilities Tests (CAT) and other such tests in order to test pupil's reasoning abilities, and to help understand individual pupil potential and learning styles – including the importing of data from feeder schools
- As a manager in the school the post always demands flexibility and high-quality professional relationships with a collaborative approach to problem solving
- To establish and maintain robust data-quality processes, identifying inaccuracies, anomalies and gaps in student and school data and ensuring these are resolved promptly.

Specific duties:

- Maintaining up-to-date information on the relevant systems
- Support with curriculum administration including MIS administration
- Collation and completion of school census throughout the academic year; liaise with key stakeholders to ensure accurate and timely completion
- Prepare, collect and report assessment grades and within the relevant systems
- Distribution of assessment, target and reporting data to the relevant departments and SLT
- Be responsible for the schools' commitments for the reporting of data to United Learning, the local authority, Department for Education and other agencies. Ensure that our commitments are met and that data transferred is accurate and reliable, in liaison with the central office team where appropriate
- To manage the operational administration of the school timetable within the MIS, implementing curriculum and staffing decisions made by SLT and ensuring student and staff timetables remain accurate throughout the academic year.





- To have operational responsibility for the accuracy, integrity and effective use of the school's Management Information System (MIS), including the development of systems, processes and user permissions to ensure data is accurate, secure and fit for purpose.
- Lead the production, management and development of data across the school.
- Ensure that the school has accurate data and to analyse data in terms of student progress and attainment.
- Produce reports and statistical returns including exam analysis.
- Download and extract external data such as exams data.
- Provide reports for Senior Leaders using the relevant data programs to facilitate the analysis and evaluation of student progress and attainment.
- Access external sources of data (e.g. FFT Aspire, Key to Success) to ensure students prior attainments and data is up to date
- Support the SLT with any other data processes, functions and developments.
- To coordinate the school's assessment and reporting calendar, ensuring assessment data is collected, quality assured, processed and published within agreed deadlines.
- To manage the production of assessment reports and associated data for students, parents, teachers, curriculum leaders and SLT.
- To ensure that student and school data is managed securely and confidentially and in accordance with GDPR, school policies and relevant statutory requirements.
- To provide guidance and training to staff in the effective use of MIS and other school data systems, ensuring consistent and accurate use.

Performance Management

- To participate fully in the academy's Performance Management process.

Knowledge, Skills & Experience

- Ability to plan and manage own workload, handling competing priorities and tight deadlines;
- Excellent communication skills, including experience of explaining complex data insights to different audiences;
- Work effectively as an individual and as part of a team;
- Sound judgement and problem-solving skills;
- Experience of Management information Systems and Microsoft Excel;
- Excellent numeracy and analytical skills;
- Experience of being responsible for data reporting and analysis and data set management.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To promote actively the school's Policies & Procedures
- To continue personal development as agreed
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To undertake any other duty as specified not mentioned in the above
- To comply with the school's procedures concerning safeguarding and to ensure that training is accessed

Culture





- Support the school's values and ethos by contributing to the development and implementation of policies, practices and procedures.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop school culture and ethos that is utterly committed to achievement.
- To be active in issues of pupil welfare and support.
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken. Employees will be expected to comply with any reasonable request from a line manager or senior member of staff to undertake work of a similar level that is not specified in this job description.





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Person Specification

Post: Data Manager

Responsible to: Assistant Principal

	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Management of small teams of people to good effect • Management of data systems and analysis • Experience of managing a school MIS and associated data systems • Experience of managing statutory data returns • Experience of assessment and reporting cycles • Experience of developing or improving data systems/processes 	<ul style="list-style-type: none"> • Experience in the Education sector
Skills/Abilities	<ul style="list-style-type: none"> • Ability to manage and develop other people effectively and calmly • Capacity to meet deadlines • Confident in the use of data management systems for both data management AND analysis • Ability to present data in a coherent form to leaders • Calm under pressure • Ability to priorities and coordinate work across a team of people • Advanced Excel skills, if that is genuinely required • Ability to manipulate, interrogate and analyse large datasets • Ability to identify trends, anomalies and data-quality issues • Ability to translate complex data into clear information for non-specialist audiences • Understanding of GDPR/data protection and confidentiality 	
Equality Issues & Safeguarding	<ul style="list-style-type: none"> • Committed to the principles of equality of opportunity. • Total commitment to safeguarding others and self 	
Specialist Knowledge	<ul style="list-style-type: none"> • Outstanding ability in the use of Excel and other Microsoft packages 	<ul style="list-style-type: none"> • Knowledge of exams / data systems • Knowledge of school accountability frameworks requiring data / exams support
Education and Training	<ul style="list-style-type: none"> • At least 5 GCSEs or equivalent (including English and Math's) at Grade C+. 	<ul style="list-style-type: none"> • Further education relating to data





	<ul style="list-style-type: none">• Evidence of further education certificate	management / administration
Other Requirements	<ul style="list-style-type: none">• Commitment to continuous professional development.• Able to work flexibly to meet the needs of the school. (This will include some evening meetings).• Good health and attendance record – subject to appraisal after interview process.• Ability to hold people accountable• Ability to enable other colleagues to undertake responsibilities.• Excellent attention to detail and data accuracy	

