JOB DESCRIPTION

Post:	Data Manager
Salary Scale:	LBR7-LBR8 (pt 23-27) (£29,766-£32,430 fte)
Updated:	June 2019
Reports to:	Deputy Head, Achievement
Responsible for:	Exams Officer
Hours of work:	36 hours per week, term time + 2 weeks

Purpose of Job:

- Provide advice and support to SLT in all areas of timetabling, of student data and curriculum.
- Raise the standards of attainment and achievement of students through driving the improved use of and understanding of data
- Manage the academy's data tracking and analysis system by facilitating the effective development, maintenance and support of systems within the academy.
- Manage the delivery of tracking data against the Assessment, Recording and Reporting schedule
- Ensure timely and accurate reporting of relevant information as appropriate
- Work collaboratively with other personnel within, and across, teams where necessary

Main duties and responsibilities

Data and MIS systems
- Take responsibility for the management of the academy's data and curriculum management information systems.
- Provide key data to the Senior Leadership Team and staff to ensure they are equipped with accurate and timely information to inform and drive improvements in standards of performance.
- Provide detailed, comprehensive and understandable verbal and written reports/analysis of data trends and complex/contentious data as required.
- Be responsible for the production of all statistical returns as required by external bodies, particularly DfE, including the CENSUS.
- Be responsible for training staff on understanding data and use of SIMs Assessment Manager and SISRA analytics to drive improvements.
- Find alternative ways to collect and analyse data to improve the efficiency and reveal the information so that it informs the academy of future priorities and development.
- Oversee the production and analysis of data relating to student numbers, retention, achievement, success rates and destination data for internal purposes and be responsible for the production of student and curriculum related performance indicators, to underpin internal quality assurance and performance management processes
- Support the effective use of management information systems throughout the academy to promote improved standards of performance by supporting and training stakeholders (e.g. Governing Body/SLT, Teaching and Support staff) in key areas.

- Have overall responsibility for the reporting system, working in line with our reporting timetable and ensuring all is place for the smooth production of reports for internal and parental information.
- Allocate and maintain student timetables and grouping records, in accordance with the academy timetable and under the instruction of the appropriate Senior Leadership Team representative.
- Managing the importing of results and database information from other systems, such as Keys to Success, FFTLive, DfE ASP to provide a comprehensive set of base data for all students.
- With the Deputy Head, Achievement, provide target setting information and examination performance reports for SLT, Governors and external bodies such as Ofsted.
- Work closely with existing staff for assessment, recording and reporting in developing, the use of Assessment Manager and Profiles.
- Work closely with the Exams Officer, including supporting the management of the results and analysis process.
- To be responsible for effectively managing the use of resources that are available at the academy.
- To be responsible for reviewing and monitoring MIS software packages being used.
- To manage the budget for the procurement of any data and MIS software.
- To line manage appropriate staff who support data.
- To ensure that the academy complies with the Data Protection Act.

Returns, Student and Contact Data
- Be responsible for the completion of all necessary returns to the DfE, LA or other relevant body
- To work with the Deputy Head – Pastoral, to:
  o Ensure that all student personal and contact data is accurate and up to date, working with other relevant support staff to ensure that data is entered in a standardised manner (providing training and documentation as necessary).
  o Ensure that FSM data is accurate and updated
  o Provide SIMs reports to extract student data as needed
  o Create and develop systems to support the effective monitoring vulnerable students.

Additional duties
- To work within the framework of the academy ethos, adhering to the Code of Conduct at all times.
- To maintain high standards of professional behaviour and presentation.
- To take responsibility for Health & Safety in the postholder's area of work.
- Any other duties commensurate with the grade which may be required from time to time.
- All staff are expected to take part in necessary training and staff development.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within The Palmer Catholic Academy. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.	
Name:	**Signature:**
Date:	

PERSON SPECIFICATION: DATA MANAGER

	Essential	Desirable	Method of Assessment
KNOWLEDGE/QUALIFICATIONS			
Good standard of general education – 5 GCSEs or equivalent including English and Maths	Yes	A Levels	Application
Knowledge and understanding of the data requirements of academy	Yes		Application
Experience of working in a busy environment which at times can be highly pressured	Yes		Application
Ability to interpret or analyse data and information or situations in order to make a decision or recommendation	Yes		Application and Interview
Ability to work with discretion and confidential information	Yes		
Knowledge of a variety of ICT applications including Excel	Yes		Application
Knowledge of SIMS (School Information Management System) or other Management Information System	Yes		Application and Interview
EXPERIENCE			
Experience of data input and manipulation	Yes		Application
Experience of development, management and operation of computerised administration systems	Yes		Application
Experience of working at a senior level and leading a team	Yes		Application
Experience of working independently on own initiative and as part of a team.	Yes		Application
Experience of work in a school		Yes	Application
SKILLS			
Excellent organisational and time management skills	Yes		Application and interview
Ability to plan and implement systems to maximise use	Yes		Application and interview
Ability to lead and motivate a team		Yes	Application and interview
Excellent interpersonal and communication skills	Yes		Application and interview
Ability to produce written reports suitable for a variety of audiences			Application and interview
Additional Factors			
Willingness to undertake training	Yes		Application
Evidence of recent personal development through training		Yes	Application
Presents professional and friendly disposition	Yes		Application
Self-Motivated	Yes		Application
Flexibility approach to working	Yes		Application and interview
Be understanding and supportive of the moral and spiritual ethos of a Catholic Academy	Yes		Application