



# HATCH END HIGH SCHOOL

## Data Manager

36 hours per week (TTO plus 2 weeks in August)

Salary: H7 (£33,387 - £35,313)

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### JOB PURPOSE

To lead, manage, develop, and be accountable for the data team and ensure that it is managed and organised to provide data for all the school requirements. The Data Manager must know how to manipulate data, present it for different audiences, train staff to analyse data and manage a team effectively prioritising requests. The post demands a very high level of understanding of data management and its complexities. There is a very high demand for precision.

### REPORTING

- The post holder will report to a member of the Senior Leadership Team

### LINE MANAGEMENT

- Data team

### WORKING TIME

- 36 hours per week. Please note, the two weeks to be worked in August are during the GCSE & A-level results periods.
- Working times are Monday to Thursday 8:30 – 4:15pm and 8:30 – 4:00pm on Friday

### KEY DUTIES

- Manage the workflow of the data team and line manage each member of the team to ensure that the team provide the data required to support the analysis of all aspects of student and staff performance.
- Complete data returns and data reports for external agencies.
- Respond to requests for FoI and SAR.
- Manage data protection (including being the DPO).
- Complete timetabling administration.
- Develop & update school KPI documents to allow year on year comparisons.
- Lead staff training relating to data and oversee the use/change of a MIS and other data packages.
- Lead and produce assessment data for 6th form.
- Complete the school census returns and equalities statement.
- Support staff to access data or report data to governors.
- Oversee the archiving of student records.
- Manage the data budget including subscriptions & software including researching and advising on the use of data software.

### OTHER DUTIES AND ACCOUNTABILITIES

- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/Designated Safeguarding Lead.
- Adopt flexible working practices where required.
- To attend team meetings, whole staff training on Mondays after school, staff meetings and school events as directed.
- Ensure compliance with your responsibilities as laid out in the school's equal opportunity policy and take an active role in promoting equality and diversity.
- Take part in performance appraisal and participate in training and other learning activities and performance development as required.
- To act as a Fire Marshall if required.
- The duties of the post outlined above are not exhaustive, and the postholder will be expected to be co-operative and flexible, undertaking such other duties as may reasonably be required of a senior member of administrative staff in a school.



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### PERSON SPECIFICATION

#### EDUCATION, QUALIFICATIONS AND TRAINING

	Essential	Desirable	How Identified
Evidence of training and/or qualifications which reflect appropriate skills		Yes	Application
Good Literacy and numeracy – GCSE Maths and English Grade C or above.	Yes		Application
Excellent Computer Literacy/Data analysis skills.	Yes		Application Interview

#### EXPERIENCE

	Essential	Desirable	How Identified
Experience of production and analysis of attainment and progress data at a secondary school level	Yes		Application Reference
Experience of school returns such as census	Yes		Application Reference Interview
Experience of holding responsibility for GDPR or compliance	Yes		Application Reference Interview

#### KNOWLEDGE, SKILLS AND ABILITIES

	Essential	Desirable	How Identified
Detailed knowledge on specific school based ICT systems eg Arbor, ALPS, SISRA	Yes		Application Interview
Problem solving: able to analyse requirements, spot errors and identify practical solutions	Yes		Application Interview
Knowledge of Office 365	Yes		Application Interview
Planning and prioritising own workload and managing conflicting demands	Yes		Reference Interview
Excellent communication & interpersonal skills and ability to communicate effectively with colleagues, students, parents/carers, suppliers and contractors.	Yes		Reference Interview
Able to effectively lead a team	Yes		
Ability to cope with periods of pressure, work flexibly and proactively address issues	Yes		Application Reference Interview
Able to quickly establish positive working relationships with a wide range of people from within and outside the school	Yes		Application Reference Interview

Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgement	Yes		Reference Interview
Effective work presentation skills and a high degree of accuracy	Yes		Application Interview

#### OTHER REQUIREMENTS

	Essential	Desirable	How Identified
Initiative and ability to prioritise work	Yes		Reference Interview
Able to work flexibly to meet deadlines and unplanned situations	Yes		Reference Interview
Enthusiasm, energy and commitment	Yes		Reference Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Reference Interview
A commitment to the school's ethos, aims and its whole community	Yes		Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Application Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Reference Interview
Evidence of excellent attendance and punctuality record	Yes		Interview Reference
DBS Checked	Yes		Application