

# Job description: Data Manager

The Elizabethan Academy is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## Job details

**Job title:** Data Manager

**Salary:** Grade 6 (23-28)

**Hours:** 37 per week. Term Time Only plus 2 weeks

**Contract type:** Permanent

**Reporting to:** Assistant / Vice Principal

**Responsible for:** No line management responsibility

## Main purpose

- To work with the Senior Leadership Team (SLT) and Network Manager to develop and maintain an effective data management system, which is regularly reviewed to ensure that the school's needs are met.
- To ensure information held on the school MIS and other external sites is up to date, accurate and ensure that GDPR rules and regulations are followed.
- To support the school's Data Protection Officer to ensure compliance with GDPR and relevant policies and guidance.
- To provide accurate data required for the completion of statutory returns (including those from the local authority and the Department for Education), governors' reports, and any ad hoc requests from all stakeholders, including parents, students, teachers, support staff, and SLT.
- To oversee the process of student progress reports and all analyses as per the school calendar and other requirements, such as annual reviews and target setting.
- To ensure each student's timetabled curriculum is correct and up to date.

## Duties and responsibilities

### Main Duties - Data & Reporting

- Lead the setup, maintenance, and strategic management of assessment data within the MIS (currently Arbor; previously SISRA), ensuring robust systems are in place to support accurate reporting and data-driven decision-making.
- Manage system permissions, issuing passwords and ensuring all staff have correct access to the information management system
- Monitor the academic performance of the school through external data sources used as the main national accountability documentation
- Provide strategic oversight of target-setting processes, ensuring the development and quality assurance of aspirational yet attainable targets, underpinned by robust analysis of national data benchmarks.
- Oversee the timely presentation and dissemination of assessment data to Subject Leaders, Heads of Year, and senior leadership, enabling informed strategic evaluation and intervention planning.

- Lead the development of precise, insightful data reports that inform strategic decision-making, support school improvement planning, and highlight performance patterns and trends across key student cohorts.
- Play a lead role in identifying and targeting students for whom intervention of different forms would be appropriate
- To analyse behaviour data drawn from a variety sources to assist the pastoral team as required
- Provide strategic oversight to ensure the timely and accurate communication of student grades and reports to parents, in alignment with the school's assessment, recording, and reporting policy.
- Oversee the relevant data systems, ensuring their maintenance and development and ensure all statutory reporting requirements are met - ensuring in particular the validity and accuracy of the DfE's tables checking process
- Responsibility for the creation and submission of the school census to the DfE each term
- Provide support to staff (and governors) and audit, develop and deliver data-training programmes for staff where the training need has been identified
- Ensure that pupil data provided by external sources (including that relating to prior attainment) is imported, maintained and used as a cross-reference and progress check
- Support the leadership team in data meetings with staff and governors
- Monitor and maintain up to date and accurate student and contact data in line with current DfE requirements and data protection legislation. E.g. liaising with LAs and previous schools in a timely manner requesting and inputting data, managing any parent apps.
- Ensure the collection, maintenance, analysis and feedback of other quantitative quality assurance systems: e.g. parents evening surveys, student voice feedback and staff survey

### Main Duties – Systems

- Manage school data systems and software packages such as, SISRA, ALPS etc.
- Provide in-house MIS training for new staff and updates for existing staff as required
- Plan and implement end-of-year routine processes
- Create and run reports using Arbor and other systems as appropriate as required to support the senior team

### Curriculum & Timetable

- Oversee the options processes and ensure that students are assigned to classes, maintaining balanced class sizes
- Set up a system to ensure all courses and classes are linked to appropriate qualifications within Arbor
- Ensure data on sixth form study programmes is accurate and complete to satisfy the needs of the funding arrangements in place
- Provide administrative support to the school timetabler
- Ensure and manage the smooth transition from one academic year to the next with all sections of Arbor
- Set up and maintain registration groups, allocate student memberships, tutors
- Update and apply periodic and casual changes to courses, teachers and rooms
- Ensure the smooth transfer of data between schools
- Responsible for managing data entry into Arbor

### Other Duties

- Actively keep abreast of developments related to the role

- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time, in consultation with the post-holder
- To take reasonable care of the health and safety of self, other persons and resources whilst at work
- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular IT, Health and Safety and Safeguarding.
- Adhere to all internal and external deadlines.

### Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## Other areas of responsibility

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The post holder will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal or line manager.

## Person specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications and experience	<ul style="list-style-type: none"> <li>• Level 2 NVQ in Literacy and Numeracy or GCSE Grade C/4 equivalent</li> <li>• Evidence of working with data and administration</li> <li>• A commitment to appropriate professional development</li> <li>• Experience of working within a school environment</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>

<b>Knowledge, skills &amp; understanding</b>	<ul style="list-style-type: none"> <li>• IT skills including MS Office</li> <li>• Knowledge of bespoke educational software</li> <li>• Ability to communicate verbally and in writing effectively with persons at all levels</li> <li>• Ability to manipulate high level data for a variety of audiences</li> <li>• Ability to deal with situations under pressure in a tactful, calm and confident manner</li> <li>• Good numeracy and literacy skills</li> <li>• Ability to work collaboratively and independently, understanding school roles and responsibilities</li> <li>• Excellent time management skills with the ability to plan and prioritise own workload to meet deadlines</li> <li>• Ability to operate a wide variety of software packages e.g. Microsoft Word and Excel</li> <li>• Ability to maintain strictest confidentiality and integrity at all times</li> <li>• Ability to be flexible in order to create effective solutions</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to form positive relationships with all children and motivate them to succeed, contributing to a warm, friendly environment</li> <li>• Able to work with others in a team to support work with children with special educational needs</li> <li>• Always work within the framework of agreed school policies</li> <li>• Have a flexible approach to work and to enjoy being a member of a team</li> <li>• Able to manage own workload effectively and responds swiftly to tight deadlines</li> <li>• Good interpersonal skills, with the ability to enthuse and motivate others</li> <li>• To show a caring attitude towards pupils, staff and parents/carers</li> <li>• Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit</li> <li>• Openness and willingness to address and discuss relevant issues</li> <li>• To practice equal opportunities in all aspects of the role and around the workplace in line with policy</li> <li>• To maintain a personal commitment to professional development</li> <li>• To contribute to the wider life of the academy</li> <li>• Commitment to the highest standards of child protection and safeguarding</li> <li>• Recognition of the importance of personal responsibility for health and safety</li> <li>• Commitment to the Trust's ethos, aims and whole community.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** May 2025

**Next review date:** During Appraisal

**Director of HR's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

Date:

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