**Job Description**

**Job Title:** Data Manager with responsibility for Examinations, Cover and Admissions

**Role accountable to:** Assistant Headteacher Curriculum and Outcomes

**Salary Scale:** Scale point 25

**Working Time:** 37 hours per week, term time plus 4 weeks

**MAIN DUTIES AND RESPONSIBILITIES:**

* To effectively assist with the management of the data systems within the academy to provide meaningful data reports to assist teaching and learning and management decisions
* To ensure the exams taking place across the academic year are managed and meet the requirements of the exam board
* To lead the management of the cover systems within school to ensure staff absences is effectively managed
* To support the leadership team in the creation and management of the whole academy timetable
* To develop your professional role within the corporate management structure at the Academy.
* To at all times safeguard the students’ well-being and follow all child protection/safeguarding policies rigorously.

**Be accountable for:**

**Systems Management**

* Support with the administration of data systems for example SIMs, ASP, FFT Aspire, IDSR and SISRA
* Effective training and support for all staff

**Data Management**

* Support with the Production of data analysis documents for internal and external audiences

**Reports**

* Overseeing the completion of termly and written reports
* Creation of reports for KS3 and KS4 data
* Supporting HOF to QA data entry in a timely fashion

**New Students/Admissions**

* Liaise with relevant staff to co-ordinate the receipt of all aspects of data relating to the Year 7 intake and casual admissions.
* Record achievement data for new students and follow up missing data.
* Distribute data in a suitable format for Head of Year and Curriculum Leaders

**Census**

* Providing progress leaders with errors to clear
* Completing and submitting census

**Management of the data team**

* Line management of the Academy Examinations Officer
* Line management of the Academy Data Officer

**Policies**

* Ensure all related policies are kept up to date with the latest requirements.

**Staff absence**

* Production of the daily cover schedule
* Communication and management of supply agencies and ensuring relevant checks have taken place
* Day to day management of supply staff
* Tracking of supply staff and budget
* Management of leave of absence request process

**Please note:** This job description provides an overview and may not cover all aspects of the job. The role may involve other responsibilities as reasonably expected from the Headteacher at short notice.

**Person Specification:**

**Job Title: Director of Data, Examinations, Cover and Admissions**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

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| --- | --- | --- | --- |
|  | Essential | Desirable | Method of assessment |
| Education and Qualifications | * Relevant data analysis qualification or experience of the role * Minimum GCSE grade ‘C’ (or equivalent) in English Language and Mathematics |  | AF/I |
| Experience | * Experience of using IT applications for administration e.g.Microsoft Office, SIMS,FFT, SISRA * Experience of undertaking reviews of systems and processes * Experience of supervising staff including duties such as giving instructions, checking quality of work, recruitment and performance management * Experience of team-working to work effectively with others and meet deadlines and goals * Experience of handling sensitive, emotional and difficult situations with parents, colleagues and customers * Experience of working under pressure and responding quickly to changing demands. | * Experience of working in a school or other educational setting | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| Skills and Abilities | * Excellent communication and interpersonal skills to deal with a wide range of people and personalities in a professional manner * Excellent organisational skills with the ability to give and receive clear instructions both written and oral * Analytical skills to interpret and investigate information and weigh up feasibility of options to solve problems and make recommendations for action * Organisational skills to work under pressure to complete tasks to potentially conflicting deadline, which can involve re-prioritising own work and that of the team if necessary, making full use of available facilities and technology * Ability to be methodical and thorough to ensure work is accurate * Ability to anticipate impact of future events to ensure ‘business as usual’ is maintained * Initiative to respond to unanticipated problems, working within guidelines to make appropriate decisions, when recourse to a senior manager may not be available * Ability to manage and develop staff in an administrative environment * Ability to evaluate, assess and formulate improvements to current working practices * Ability to review training opportunities and propose viable improvements. |  | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| Knowledge | * Working knowledge of Exams and Data Systems in schools * Knowledge of legislative compliance * Understanding of the need of data protection w2ithin a school and the need to keep information confidential and potential consequences if this is not observed * Understanding of why safeguarding is important when working with children and young people. |  | AF/I  AF/I  AF/I  AF/I |
| Work Circumstances | * Proactive self-starter capable of instigating and managing change * Demonstrate experience of embracing and advocating change within a dynamic working environment |  | AF/I  AF/I |