



## Job Description – Data Manager (Whole School)

**Responsible to:** Deputy Headteacher Academic

**Responsible for:**

- Collecting, producing and reporting on all school data
- Working alongside the school MIS manager and assessment leads to support the efficient and effective management of school data
- Ensuring school MIS systems are being run efficiently to improve outcomes for students and to promote staff wellbeing

**Purpose of job:** To ensure that data is readily available and accessible to senior leaders and teachers and that we are meeting all the statutory requirements of reporting to the KHDA and other bodies.

**Main duties and responsibilities**

1. The Data Manager will be responsible for storing, analysing, interrogating and undertaking meaningful evaluation of data and presenting it in ways that are accessible to middle and senior leaders. The use of the School's MIS (iSams/ Hubspot/ Power Bi/ Sonar/ SISRA/ School IP/ CPOMS/School Cloud) will be essential to the aspect of the role.
2. To create, oversee and develop the school's use of data for the Senior Leadership Team (SLT) and for middle leaders and staff across all aspects of the school's activities.
3. To provide concise and accurate data and reports for SLT to facilitate the effective management of whole school target setting to raise standards and performance.
4. To work with SLT to regularly review data systems, procedures and working practices.
5. To attend some SLT meetings to present and further investigate data trends.
6. To compile complex spreadsheets and reports as required.
7. To prepare data for department self-evaluation, review and target setting.
8. To provide data management across the school, supporting in depth analysis of individual teachers, subjects and curriculum performance. This is done to inform the overall strategy and provide commentary around performance trends and targets.
9. To keep abreast of current guidance and best practice in relation to education developments that have implications on data management.
10. To work with the SLT, the admissions dept and the MIS manager on ensuring that the MIS has all required data for effective reporting and exporting of data.
11. To provide training for staff as required in relation to the use of the MIS and wider data reporting tools.
12. To remain up to date with KHDA data methodology and reporting of school performance data.
13. To support the accurate completion of the KHDA data requirements for inspection.
14. To ensure the relevant safeguards are implemented in relation to Data Protection.
15. To manage the integration of various systems and data sources to deliver reliable and accurate imports and exports.
16. To work alongside the SLT to put systems in place to set student targets and generate baseline data to enable target setting for all students.
17. To oversee the collection of academic data for internal interim and annual reports and external reports to parents.

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## Person Specification

### Skills, knowledge and aptitudes

- Have excellent written and verbal communication skills, appropriate to a wide variety of stakeholders.
- Have high level ICT skills including familiarity of Microsoft packages, School Information Systems and data management programs.
- Be a self-starter and be able to exercise initiative.
- Have attention to detail, with an outlook that is always looking for ways to improve.
- Have the ability to work at pace and manage personal workload in order to meet deadlines.
- Have the ability to be a creative and analytical thinker.

### Qualifications and Training

Degree or equivalent qualification, showing an element of statistical analysis.

Essential: High performance use of Microsoft suite, including MS Excel.

Preferable: Existing knowledge and use of iSAMS and creation of Power Bi dashboards.

Awareness of data management systems such as SISRA, Sonar, HubSpot, School IP, School Cloud, CPOMS, Trello, etc.

### Safeguarding

Motivation to work with children and young people.

Ability to form and maintain appropriate relationships and personal boundaries with children and young people.