



## Data Manager

Salary / grade range	PO3 - SCP 32–35 £35,630 - £38,607 (actual salary) – term time only plus 20 days
Location	Co-op Academy Leeds
Reports to	Assistant Headteacher- Data and Assessment

### Purpose of role:

To lead, manage and support all aspects of data, including information, assessment, examinations and attendance; ensuring an efficient, effective and proactive service to Co-op Academy Leeds, supporting the overarching aim of continuous school improvement.

### Key accountabilities (and specific duties / responsibilities):

To support the leadership team in implementing effective strategies in relation to information and assessment across the Academy, including:

- Leading the day to day information and assessment (including examinations) functions
- Support of the examination process and compliance with all regulations
- Leading on the strategic development and direction/planning of data
- Supporting staff in the effective generation of data and then subsequent action and intervention plans
- Responsibility for the timely submission of accurate mandatory data collection required by the DfE, including the table checking exercise and school census
- Contributing to the curriculum planning and timetabling process
- Responsibility for the security and integrity of the information, assessment and examinations infrastructure working within GDPR legislation and Co-op Academies Trust guidelines.
- Responsibility for the relevant data and examinations budgets and achieving best value for the expenditure
- Responsibility for proactively developing information, assessment and examinations systems and practices in line with the evolving demands of the organisation and advances in relevant technology.



- Networking and attending management meetings with other Data Managers and colleagues from other Schools/ Academies, specifically those who are part of the Co-op Academies Trust in order to share good practice and to achieve economies of scale.
- Responsibility for developing and implementing risk management and disaster recovery strategies
- Responsibility for the management and development of the Academy's Examinations Officer, including the identification of training requirements and performance management.
- Responsibility for health and safety issues relating to area of responsibility.
- Responsibility for ensuring that accurate records of all activities are maintained.

## General

- Contribute to school life and the overall vision, values and guiding principles of Co-op Academies Trust.
- Adhere to Co-op 'core values' and work to agreed KPI's.
- Attend and participate in training events and participate in project teams and partake in ad hoc project work as required. Participate in Business Team Leader meetings.
- Comply with policies and procedures relating to safeguarding, child protection, health, safety and security and confidentiality, reporting any concerns.
- To carry out any other reasonable request as and when required.

Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities. As business changes, roles will naturally evolve. Job descriptions will be reviewed with jobholders and updated periodically to reflect this.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Relevant business-orientated degree or professional qualification (or have equivalent experience)</li> <li>• Commitment to own personal and professional development, including maintaining an up to date awareness of developments of all aspects of the role</li> <li>• Evidence of attendance on relevant training courses.</li> </ul>	(D)	(A)  (A)  (A)
<b>Experience</b> <ul style="list-style-type: none"> <li>• Substantial experience of managing MIS and developing the uses of such systems including SIMS</li> <li>• Experience creating spreadsheet documents and reports in a collaborative environment.</li> <li>• Experience of working effectively within large and small teams, both as team member and team leader</li> <li>• Experience of staff management</li> <li>• Experience of managing budgets</li> <li>• Knowledge of Data Protection issues in relation to GDPR Legislation</li> <li>• Experience of curriculum planning/ timetabling process.</li> <li>• Experience of managing exams or other methods of assessment</li> <li>• Knowledge of relevant Health &amp; Safety issues</li> <li>• Understanding of relevant external data sources e.g. FFT, Raise</li> <li>• Experience of Google Workspace applications</li> <li>• Experience of javascript and SQL programming languages</li> </ul>	(D)       (D)  (D)  (D)	(A, I)  (A, I)   (A, I) (A, I) (A, I)  (A, I)  (A, I)  (A, I)  (A, I)



<p><b>Skills, Ability, Knowledge</b></p> <ul style="list-style-type: none"> <li>• High levels of integrity, honesty and credibility which will inspire confidence and trust from both internal and external stakeholders.</li> <li>• Working knowledge of MIS management and an appreciation of the role of MIS in development and organisational strategy.</li> <li>• Excellent organisational skills to enable planning, prioritising and delivering of work to tight deadlines.</li> <li>• Highly motivated, confident, 'can do' problem solver and self starter.</li> <li>• Team player who can work effectively with a range of stakeholders with influencing and negotiating skills.</li> <li>• Excellent written and oral communication, networking and interpersonal skills with a friendly disposition and ability to apply sensitivity.</li> </ul>		<p>(I)</p> <p>(I)</p> <p>(I)</p> <p>(I)</p> <p>(I)</p> <p>(I)</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• A personal commitment to equal opportunities, diversity and promoting good race relations</li> <li>• Candidates should indicate an acceptance of and commitment to the principles underlying the Trust's Equal Rights policies and practices.</li> <li>• Flexibility of start and finish times will be required to meet the needs of the school which may necessitate working outside normal school day</li> <li>• Ability to cope with the requirements of the post, which may include working with students who have emotional and behavioural difficulties or physical difficulties</li> </ul>		<p>(I)</p> <p>(I)</p> <p>(I)</p> <p>(I)</p>

This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.