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**Job Description**

**Academic and Data Manager**

The Academic and Data Manager is responsible to the VP (Curriculum) for the efficient collection, management, checking and reporting of key student data, and the management of Academic systems including supporting and maintaining the Academy timetable.

The main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

**Maintenance of the School’s Management Information System (Bromcom), including the annual end of year process and setting up of the new school year.**

1. Co-ordinating the integration and ongoing development of relevant data, procedures and processes into the MIS
2. Under the oversight of the Head of Cover and Reporting, manage and develop systems for the recording, analysing and reporting of student data, particularly in relation to internal and external assessment
3. Create, manage and support the data input and record keeping of staff and student data through the provision of custom reports and fields in the MIS
4. Manage the annual end of year process
5. Set up the registration cycles at the beginning of each academic year
6. Collect all relevant data for the school censuses, liaising with all relevant parties to ensure the data is fully accurate. Submit the census on time at the relevant points in the academic year
7. Manage student admissions and actively ensure that new students on roll are added to the system database in a timely manner
8. Support the office manager with the setup, introduction and use of My Child at School (MCAS). Help ensure that MCAS becomes the main communication tool of Trinity Academy
9. Under the oversight of the AVP (Junior Academy) and the AVP (Senior Academy), develop and maintain the use of the MIS for the recording and reporting of student sanctions
10. Under the oversight of the Head of Rewards, develop and maintain the use of the MIS for the recording and reporting of student rewards
11. As required, provide guidance and support to the Academy attendance team to assist in the accuracy and publication of Academy attendance
12. Support with the integration of the school MIS with other software packages, for example ParentPay
13. Manage the production of statutory returns to the Department of Education

**Academic systems**

1. Under the strategic oversight of the VP (Curriculum), construct the Academy timetable, taking into account key constraints and the effective deployment of teaching staff
2. In liaison with the VP (Curriculum), assist with critical updates of the academic timetables throughout the year, and the set-up of the full academic timetable in advance of each school year
3. In conjunction with the VP (Curriculum) help manage the annual options process in Years 8 and 9
4. In conjunction with the Director of Sixth Form, develop and maintain recruitment records for Year 11 students
5. Under the oversight of the VP (Curriculum), manage the setting process between academic years and implement set changes during the course of the academic year. Maintain the all sets and targets Excel spreadsheet
6. Maintain target information and support the VP (Curriculum) with the assignment and dissemination of target information
7. Develop the use of Power BI to produce informative reports and provide training to colleagues as required

**Maintenance and use of additional software tools and Excel spreadsheets**

1. Populate SISRA and ALPS with internal and external examination results. Provide reports for the senior team and governors at key points in the year, most notably the summer external results
2. Add summary data to post-examination analysis forms for heads of departments
3. Create and maintain departmental spreadsheets for teachers
4. Provide summaries of pastoral data, including attendance and punctuality, for the AVPs (Junior and Senior Academy)
5. Provide data for special events such as the Year 8 Graduation process and Prize Giving
6. Support with the setup and maintenance of new systems that may be introduced during the academic year, for example SchoolCloud and MINT Seating

**Additional tasks**

1. Support the examinations officer by providing technical support in the creation of seating plans, student timetables and ID cards
2. In the absence of the Head of Cover and Reporting, oversee the provision of cover within the Academy
3. Provide training to staff around the Academy in the use of Excel
4. Work with colleagues in the administration team, developing their understanding of data and academic systems with a view to spreading expertise. In particular student admissions, census, student targets, the all sets and targets document and attendance

Any other duties as required by the VP (Curriculum), Head of School and Principal