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| **Post Title:** | Data and Analytics Manager |
| **Accountable to:** | Associate Headteacher |
| **Pay Scale:** | 6A |

**MAIN PURPOSE OF THE JOB**

To manage the people and systems responsible for providing leaders with accurate and timely Data, including the management of information systems. To assist the Associate Headteacher with the administrative tasks that enable the creation of the whole school timetable. To work closely with Leaders to enable staffing to be responsive to curriculum need. This post holder will line manage the Exams and Data team and have responsibility for Census and Tables Checking.

**The post holder will have specific responsibility for:**

* Develop and manage the School’s Data and Management Information Systems (MIS)
* Utilise and develop the schools use of Power Bi to analyse data and create bespoke reports
* Maintenance of an up-to-date database for current syllabus options for all Exam Boards.
* Maintain systems for the collection and checking of all exam entries and for the collection, collation and analysis of internal tests
* Production of school census returns
* Support the administration of cover (ensuring the timetable is taught in the absence of the teacher)
* Identifying and escalating risks with current data storage and use, so that lessons can be learned, and the risk of data breaches minimised
* Developing and maintaining datasets, databases and reporting tools so that the data is of high quality and meets the reporting needs
* Undertake a variety of descriptive analysis, including data visualisation in PowerBI and some statistical analysis generating evidence and insights into performance, trends and issues. This includes incorporating multiple data sources into meaningful dashboards for leaders
* Produce a portfolio of reports and statistics to support decision making and both internal and external reporting
* Consult with users/partners/suppliers to provide advice, enable sharing of information, promote the uses of the data systems, and to resolve issues, so that data and related systems are used to enhance and support service provision
* Provide knowledge of data/systems/analytics tools and databases, giving guidance, advice and support to colleagues and partners so that they can use and exploit the resources available and help to tailor reports or analysis to their specific business need.

**Qualifications needed for the role:**

* Degree level qualification or equivalent.
* Knowledge of a range of analytical methods and techniques, including statistical analysis.
* Knowledge of a range of tools and systems for data analysis and presentation, including MS PowerBI and advanced MS Excel skills.
* Advanced knowledge of the processes and procedures relating to data protection, with awareness of the regulations and legislation.
* Experience of undertaking a range of analysis and producing a portfolio of reports.
* Experience of query building and developing datasets and reports.
* Ability to prioritise tasks and activities.
* Ability to present and explain data analyses and reports, and translate technical concepts and information into more accessible language and presentation formats for non-specialists.

**Other:**

Bridlington School high expectations of all its employees to ensure that they provide a professional service to our young people and the community of Bridlington and beyond.

Appraisal Targets will be aspirational and set on an annual basis in discussion with the Line Manager.

This Job Description is intended to highlight the main responsibilities and expectations for the post holder and is not the entirety of what a member of staff may reasonably be required to complete in line with the priorities of the organisation. Neither is it intended to highlight the amount of time which should be spent on each task.

**As a member of staff of Bridlington School:**

* Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
* Demonstrate a commitment to Positive Discipline
* Role model high levels of literacy and numeracy including modelling appropriate language
* Have high expectations of students
* Aspire to develop your professional skills and qualifications
* Use all forms of social media appropriately
* Take responsibility for the reputational management of the school
* Contribute to systems of evaluation and performance of the organisation positively

Your duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees will be expected to comply with the GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This Job Description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required

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| **Employee signature** |  |
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