



## Campus Data Manager

Salary / grade range	SCP 36 – 37 £40,578 – £41,591
Location	Co-op Academy Grange
Reports to	Business Manager

### Purpose of role:

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

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

To support the leadership teams of both Co-op Academy Grange and Co-op Academy Southfield in implementing effective strategies in relation to information and assessment across the Co-op Academy Grange and Co-op Academy Southfield, including:

- Leading the day to day information and assessment (including examinations) functions.
- Leading on the strategic development and direction/planning of data for both Co-op Academy Grange and Co-op Academy Southfield
- Responsibility for the timely submission of accurate mandatory data collection required by the DfE
- Contributing to the curriculum planning and timetabling process of the Co-op Academy Grange
- 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 of both Co-op Academy Grange and Co-op Academy Southfield.
- 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 personnel 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 all Data and Examinations Support staff, 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.
- Alongside other members of the Business Team Leaders, taking responsibility for the management of site, staff and students as required, particularly during school holidays.

## General

- Work as part of the Business Team of both Co-op Academy Grange and Co-op Academy Southfield to secure school improvement across the site.
- 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>• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)</li> <li>• No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients (DBS check required).</li> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010</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> <p>(I)</p> <p>(I)</p> <p>(I)</p>



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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.