Role Profile & Person Specification

Job Title:	Data Manager
Responsible to:	Leadership Team/Principal
Terms and Conditions:	Hours- 37 per week (term time plus 2 weeks) Must include GCSE Results days Monday- Thursday 8.00-4.00; Friday 8.00-3.30; Half-hour Lunch

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Core Purpose

The Data Manager, under the line management of the Principal, has a vital role to play in providing data-related services to directly support student teaching, learning and behaviour, attendance and achievement. The remit has developed from merely collecting and processing data to interpreting it and providing valuable information to various clients, both within school and externally, whilst adhering to the GDPR and Freedom of Information Acts.

To provide comprehensive data-related services, including up-dating information management systems, creating student reports and undertaking detailed results analysis/management reporting. Excellent communication skills are required for this post as you need to work well as a flexible, co-operative team member and provide a coherent service to meet the needs of both the school and its external clients

Key Areas of Responsibility

1. **Responsibility**
   To assist the Principal and Leadership Team
   - to establish, maintain and develop efficient and effective school data processes and systems with running each academic and pastoral reporting session – from setting up a mechanism for data collection, through to printing and distributing the reports to go home and associated analysis.
   - with the analysis of internal exams and assessment data
   - with the analysis of student examination results (all qualifications)
   - with the CPD and training of teaching and non-teaching staff using SIMs
   - to promote parental engagement through the use of online communication systems
   - promoting Data Protection and relevant legislation (GDPR)

To undertake specific, advanced data analysis for various interested parties; to include:
   - vulnerable group progress tracking
   - faculty-focussed progress tracking analysis
   - exams residual analysis
(This is not a definitive list)

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FOR CHILDREN, FAMILIES AND COMMUNITIES

To undertake ad hoc analysis/reporting as required, this might involve consultation with interested parties and using analytical thinking to resolve problems.

To lead SIMS database tasks;

Tasks to include:

- new student admissions
- new staff
- new/amended student timetables
- changing student records (eg. Parental contacts, address, medical info etc.)
- uploading and downloading of Common Transfer Files (CTFs) to/from other educational establishments
- the completion, reconciliation and submission of the School Census (3 per year)
- to deputise for the cover manager

To carry out other similar duties as required and as are commensurate with the grade of the post.

Staff Training Days

- As arranged on the school calendar

Safeguarding

Respecting confidential issues linked to home/students/teachers/college work and to keep confidence as appropriate.

To keep up to date with the School procedures for safeguarding and child protection, reporting any concerns to the senior designated person

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

Role Profile &
Person Specification

This role profile is current at the date shown but, in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Communication, people skills, listening skills, passion, empathy and enthusiasm to help young people to succeed, team spirit, patience, determination, caring and a good sense of humour are all qualities required in this position.

The ability to converse at ease with students, staff and parents, and provide advice and information in accurate spoken English is essential for the post

	Essential	Desirable
Personal Attributes	- Relational - Self-aware - Curious - Accepting - Empathetic - Reflective - Ability to work flexibly within a team and motivate students - Demonstrate a professional attitude - Ability to work effectively with a wide range of people across the school and from outside - Attendance at directed times	- Communication, people skills - Listening skills - Passion, empathy and enthusiasm to help young people - Attendance at events beyond school hours by agreement
Qualifications	Minimum of 5 GCSE (A*-C) or equivalent including Mathematics and English	A Level qualifications in a relevant subject, e.g. Maths, Statistics, Computing
Experience	Previous experience working within data management or highly systemic administrative environment	- Experience of working within data management in a secondary school. - Use of Data Management systems including ALPs, 4Matrix. - Use of FFT..
Skills/Knowledge	- The ability to communicate clearly - The ability to converse at ease with students, staff and parents and provide advice and information in accurate spoken English - The ability to work quickly and accurately - The ability to work as part of a specialist team	- First Aid - Able to work on own initiative - Methodical and organised - Flexible and responsible approach

	• The ability to prioritise your workload, work under pressure, and to tight deadlines • Personal commitment to supporting the aims of the Data Team and a willingness to learn, and contribute to the development of the service data provides, is essential	