

Job Description

Role: Data Manager

Grade: Scale 6

Reporting to: Senior Leadership

Responsible for: Management of data and data systems across the school

Purpose of Post

- To manage, maintain and develop the school's data systems to support strategic planning, academic tracking, and statutory returns.
- To ensure that accurate, timely and relevant data is available to staff, senior leadership and governors, supporting the achievement and progress of all pupils.
- To support the governors and leadership team in attaining aims and objectives of the school improvement plan in order to secure the best outcomes for pupils.

Main Duties

- Maintain and manage the SIMS database, ensuring data accuracy and integrity.
- Configure and update SIMS modules e.g. assessment manager, course manager and options to include set up and management of assessment and reporting templates and mark sheets in SIMS, data input for options, timetabling and class lists.
- Oversee data transfer between SIMS and other software linked to pupil assessment e.g. 4Matrix, FFT Aspire.
- Provide training, technical support and troubleshooting for using MIS, assessment systems e.g. *setting up marksheets and any other data-related issues*.
- Oversee collection, input and analysis of internal assessments and pupil reports, ensuring accurate recording of grades and progress tracking.
- Support the coordination of KS2 SATs, including pupil registration, access arrangements (where applicable), and uploading results.
- To manage, validate, and resolve errors within the termly school census, ensuring all data is accurate, compliant, and submitted within statutory deadlines.
- Submit statutory data to the DfE and/or Local Authorities e.g. Key Stage assessment submissions (EYFS, Phonics, KS1/KS2 as required) via MIS.
- Support with data input for statutory returns and annual reports e.g. school census, PPG expenditure, performance tables checking.
- Work with the HR Manager and ICT Infrastructure Manager in responding to GDPR and data protection compliance.
- Assist the DPO with data audits, retention checks, and DPIA inputs.
- Own vendor relationships for systems requiring SIMS exports.

Other Duties

Developing Self and Working with Others

- Assist with analysis and presentation of pupil data for senior leaders, middle leaders and governors to support decision-making.
- attending training sessions and meetings as required;

- keeping up to date with developments and changes in legislation and guidance,
- seeking, considering, and acting upon professional support and advice as required.

Strengthening Community

- to develop and promote the services of the school to meet the needs of the community;
- support and enable colleagues to flourish and develop in their roles, engendering a cohesive and cooperative approach to best support the ethos and values of the school;
- support and encourage the school's ethos, its objectives, policies and procedures.

Contribute to:

- ensuring regular and effective communication with governors and other key stakeholders;
- developing the school's partnerships with the local community, businesses, other organisations, to enhance and enrich the school and its values to the wider community;
- building a school culture that takes account of the richness and diversity of the school's communities.

Safeguarding and Promoting the Welfare of Children

- to support the Senior Leadership team, to ensure a safe and supportive culture in the school;
- to support the Senior Leadership team, to ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.

The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and Heads of Schools (Secondary and Primary). Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and Executive Headteacher.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

Equal Opportunities

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and discrimination of any kind, and promoting good race, ethnic and community relations.

Health and Safety

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the Disclosure & Barring Service is essential.

Person Specification

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (bold text). Shortlisted candidates will be selected entirely on the extent to which they meet the essential criteria in their application form. Personal Qualities will be assessed through references and interview.

Qualifications & Experience	<ol style="list-style-type: none"> 1. Educated to at least A-level standard (or equivalent); degree desirable 2. Evidence of continued professional development in data management or relevant field 3. Experience of working with Management Information Systems (e.g. SIMS) in an educational setting 4. Experience of managing, analysing and reporting on large data sets 5. Experience supporting or training others in the use of data systems
Knowledge & Skills	<ol style="list-style-type: none"> 1. Excellent IT skills, including advanced use of spreadsheets and databases 2. Strong analytical skills with attention to detail and accuracy 3. Up-to-date knowledge of GDPR and data protection requirements 4. Ability to present data in clear and accessible formats for a range of audiences 5. Effective communication and interpersonal skills 6. Ability to work independently and as part of a team 7. Understanding of safeguarding and safer recruitment practices in schools
*Personal Qualities	<ol style="list-style-type: none"> 1. High level of integrity and confidentiality. 2. Organised, methodical and proactive approach to work. 3. Resilient, Proactive, flexible and adaptable. 4. Punctual and conscientious. 5. Ability to show initiative and prioritise one's own work and that of others even when under pressure. 6. Able to follow direction and work in collaboration with Executive Headteacher and Heads of Schools. 7. Excellent interpersonal and communication skills (written and verbal) 8. Able to work flexibly to support others and respond to unplanned situations. 9. Able to attend evening meetings as required. 10. Desire to enhance and develop skills and knowledge through CPD. 11. Commitment to the highest standards of child protection and safeguarding. 12. Recognition of the importance of personal responsibility for health and safety. 13. Commitment to the school's ethos, aims and its whole community.