



# Brighter Futures Learning Partnership Trust

**APPLICATION INFORMATION**

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## Job Description

**JOB TITLE: Data Manager**

**BAND: Grade 8 Scale Point 21-28 (Additional responsibility may be available to support the Trust)**

**RESPONSIBLE TO: Principal**

The MIS Data Manager is responsible for overseeing the collection, management, and analysis of data within the school. This role plays a crucial part in ensuring accurate and timely information is available to support decision-making processes, enhance student performance, and improve operational efficiency. The MIS Data Manager will work closely with school leadership, teachers, and administrative staff to manage and maintain the school's data systems, including student records, academic progress, and staff data.

### **Key Responsibilities:**

- **Data Management:** Oversee the management and maintenance of all school data systems, including student demographics, attendance records, academic performance, and behavioural data.
- **Data Analysis and Reporting:** Analyse school data to identify trends, patterns, and areas of concern. Provide regular reports to school leadership, helping inform decisions related to curriculum development, student support, and overall school improvement.
- **Data Accuracy and Compliance:** Ensure the accuracy, consistency, and integrity of data collected across various departments. Adhere to all local and national data protection regulations, ensuring that sensitive student information is handled responsibly. This will include completing the UTC census.
- **System Administration:** Serve as the primary administrator for the school's data management software (e.g., SIMs - Student Information Systems). Provide training and technical support for staff using the system.
- **Collaboration:** Work closely with the academic and administrative staff to ensure data is collected, processed, and reported correctly. Provide insights on student performance and help identify at-risk students.
- **Data Security:** Maintain and implement security measures to protect sensitive data, ensuring compliance with data protection laws and internal policies.
- **System Upgrades and Improvements:** Regularly assess the current data systems and recommend improvements or upgrades to streamline data collection, reporting, and analysis processes.
- **Staff Training:** Provide training to staff on the use of data management tools and systems. Ensure staff understand the importance of accurate data entry and reporting.
- **Audit and Review:** Periodically conduct data audits to ensure the accuracy of information. Rectify discrepancies and ensure the system is functioning as intended.

- **Stakeholder Communication:** Communicate effectively with parents, guardians, and external bodies regarding student data, as necessary, while maintaining confidentiality.
- **Data Gathering:** you will support the senior leadership team to implement effective assessments.

#### **OTHER DUTIES AND ACCOUNTABILITIES**

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Designated Safeguarding Lead (DSL).
- Adopt flexible working practices where required.
- To attend team meetings, staff meetings and school events as directed.
- Ensure compliance with your responsibilities as laid out in the school's equal opportunity policy and take an active role in promoting equality and diversity.
- Take part in performance appraisal.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility as and when required and with agreement.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Act as a Fire Marshall if required (training given).
- Act as a First Aider if required (training given).
- Participate in training and other learning activities and performance development as required.
- To respect the confidentiality of all information relating to pupils, staff and their families.
- The duties of the post outlined above are not exhaustive, and the post holder will be expected to be cooperative and flexible, undertaking such other duties as may reasonably be required.

**Any other duties as reasonable required by a member of the Senior Leadership Team**

**Doncaster UTC is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Barring Service.**



## Person Specification

**JOB TITLE: Data Manager**

**BAND: Grade 8 Scale Point 21-28**

**RESPONSIBLE TO: Principal**

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>GCSE (A-C, including maths and English) or equivalent.</li> <li>Degree or industry qualification in Data Management / Analysis.</li> </ul>	✓	✓
Knowledge and skills		
<ul style="list-style-type: none"> <li>Experience of using Management Information Systems</li> <li>Experience of using SIMs MIS.</li> <li>Experience of working directly with school data.</li> <li>Proficiency in school Management Information Systems (ideally SIMS) and Timetabling systems (NOVA)</li> <li>Have an understanding of PowerBi or be willing to learn.</li> <li>Experience of timetable management.</li> <li>Able to influence, communicate, and engage with stakeholders at all levels – both internally and externally.</li> <li>Able to manage multiple projects, systems, and data sets – being able to keep track of how they interrelate.</li> <li>Able to work independently as well as collaboratively with other teams to achieve organisational goals.</li> <li>Understanding how to tailor the presentation of information to suit the needs of different audiences.</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
Personal qualities		
<ul style="list-style-type: none"> <li>Excellent interpersonal skills, pleasant and welcoming manner.</li> <li>Excellent time keeping and pattern of attendance.</li> <li>Personal integrity and loyalty, maintaining confidentiality at all times.</li> <li>Ability to use own initiative.</li> <li>The ability to build positive relationships to effect change in student behaviour.</li> <li>Ability to work independently, demonstrating initiative.</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	

## How to Apply

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- why you are applying for this position
- how your experience to date will enable you to successfully take on the role.

Closing date for applications is **Monday 24<sup>th</sup> March 2025**.

Interviews will be held on **Thursday 27<sup>th</sup> March 2025**.

\*Please note that if you have not been contacted by **Wednesday 26<sup>th</sup> March 2025**, you have not been shortlisted for interview.

## Good luck with your application.