

# JOB DESCRIPTION – Data Manager

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| Job title  | **Data Manager**  |
| Grade  | **Grade 4 (Points 23 - 31)**  |
| Responsible to  | **Data Insight Analyst**  |
| Responsible for  | **Ensuring good quality, reliable data is produced for the Trust**  |
| Effective from  | **September 2024**  |

**SUMMIT LEARNING TRUST Mission Statement**

Success through Endeavour

Ambition through challenge

Strength through diversity

**Role Purpose:**

To work as part of the wider Data Team to manage our data assets; produce good-quality, reliable data; and analyse and report key insights clearly and concisely.

**Main Duties and Responsibilities:**

* Lead on a specific area of the organisation’s overall data structure and take operational responsibility for its accuracy, in line with relevant procedures and within planned deadlines.
* Contribute to the development of policies and procedures related to information governance, data management and systems administration.
* Coordinate routine data returns and validation exercises for external agencies, including the censuses and ILRs.
* Support in the configuration and maintenance of key systems.
* Support in the procurement and implementation of key systems across the Trust.
* Be responsible for producing high-quality, time-sensitive reporting outputs for various users – including Senior Leaders, Governors and Trustees – in line with our reporting calendar.
* Lead on developing and refining the core reporting outputs within your remit, and on maintaining the documentation required to produce them.
* Support in the investigation and mitigation of data breaches, and in the application of lessons learned from them.
* Coordinate information requests from data subjects and the general public.
* Produce, implement and maintain effective timetables within our Academies.
* Promote accurate interpretation of data through effective communication, meaningful reporting, and by supporting colleagues with data-related queries.
* Use initiative to explore data and proactively identify areas in which we could improve outcomes.
* Keep up to date with regulatory requirements, research findings and developments within both the education sector and the data management profession.
* Keep up to date and compliant with the policies and procedures in operation within the Trust and its Academies.
* Take ownership of your own professional development and proactively engage in further training as and when required.

# General Duties

* Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
* Undertake health and safety duties commensurate with the post and/or as details in our health and safety policy.
* Work in accordance with our policies and procedures.

# Notes

* This job description is not necessarily a comprehensive definition of the post.
* It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

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| Job description issued by the Principal:  |    |
| Copy received by:  |    |
| Date:  |    |

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