

# Job Description

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**Job Title:**     **Data Manager**

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**Location:**     **Great Yarmouth Charter Academy**

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<b>Job title</b>	<b>Data Manager</b>
<b>Salary Scale</b>	<b>Support Scale G</b>
<b>Hours of Work</b>	<b>Full time - 37 hours per week</b>
<b>Weeks Worked</b>	<b>52</b>
<b>Responsible to</b>	<b>Assistant Principal</b>
<b>Location</b>	<b>Great Yarmouth Charter Academy</b>

### **Main purpose of the role**

- To manage data analysis for the Academy and Trust by collating, controlling, interpreting and disseminating complete and accurate data to enable target setting, analyse results and provide baseline data for the executive leadership team and classroom teachers so action can be taken to help raise student standards of achievement.
- To manage the Academy's reporting of student progress to parents
- To ensure accurate and timely production of academy statistics in order to report to the government, Academy committee members, Trust, Executive Leadership Team and other stakeholders.

### **Organisational relationships**

- Responsible to the Assistant Principal
- Direct liaison with the Director of Data and Performance
- Direct liaison with Executive Leadership Team, Teachers, Executive Principals PA, Administration Department, Trust Data Team, ICT Staff and all other internal contacts as necessary. Key external contacts include the Department for Education, Young People's Learning Agency, the Academy Sponsors and the Academy Feeder Schools.

### **Principal accountabilities and responsibilities**

<b>Data Systems &amp; Reporting</b>	<ul style="list-style-type: none"> <li>• To manage and prepare whole academy assessment data from its management information system and [other systems], prepare reports for Academy committee members, the Executive Leadership Team, Curriculum Leaders and Trust central team.</li> <li>• Manage and prepare data for predictive, target setting and monitoring purposes, providing both verbal and written reports to the Executive Leadership Team, Curriculum Leaders and Trust Central Team.</li> <li>• To lead on behalf of the Academy in the production of student reports and ensure that individual student performance data is available to teachers for consultations with parents.</li> <li>• To produce ad hoc bespoke reports and information to staff across the Academy on request, including data in order to inform the giving of student performance rewards.</li> </ul>
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<b>Data Accuracy</b>	<ul style="list-style-type: none"> <li>• To take responsibility in ensuring that data (new or amendment) on the Academy Management Information System (MIS) is entered accurately, completely and is kept up to date. Data includes both staff and student records.</li> <li>• Ensure teaching, support and admin staff have had sufficient training and guidance in the use of the MIS to enable it to act as a useful and effective source of information.</li> </ul>
<b>Data Management</b>	<ul style="list-style-type: none"> <li>• Develop and implement new policies and procedures and MIS enhancements that help improve the collation and control of information across the Academy in order to inform decision making and whole Academy performance.</li> <li>• Manage the accurate collection and collation of data for DfE and other appropriate bodies returns and submissions including the termly census.</li> <li>• To enter new staff data onto MIS, Archive leavers and update the database with any staff changes in liaison with HR.</li> <li>• To assist with providing data cover to the other Academies within the Trust as required and where reasonable.</li> <li>• With support from relevant SLT, build and maintain accurate timetabling information in readiness for the new academic year and ensure it is kept updated throughout the school year.</li> <li>• Export of data to interested stakeholders as required.</li> <li>• To undertake any other duties of an administrative nature and any other duties that are within the scope of the post as determined by the Executive Principal and Leadership Team.</li> </ul>

### Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

### Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

### Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

### **Miscellaneous**

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spend" under the provisions of the Act.**

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good basic level of education preferably including GCSE (or equivalent) in Maths and English.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Sound experience of development, management and operation of organisational and administrative procedures.</li> <li>• Experience of data collection, analysis and reporting and of maintaining accurate data within IT management information systems, preferably within a school or education environment.</li> <li>• Experience of problem solving.</li> </ul>	
Skills, Knowledge	<ul style="list-style-type: none"> <li>• Able to work on own initiative and with minimal supervision.</li> <li>• Able to build good working relationships with teaching staff and build and retain the confidence of the Academy Executive Leadership Team.</li> <li>• Excellent analytical and IT skills, preferably including the use of the Google Sheets, Microsoft Excel, Access and MIS in order to produce accurate and effective report and tracking systems.</li> <li>• Able to work well under pressure.</li> <li>• Ability to work constructively and flexibly as a part of a team.</li> <li>• Can meet deadlines through effective planning and time management.</li> <li>• Good communication skills, both written and spoken, in order to interpret and present data and to ascertain exact reporting needs for a range of internal and external stakeholders.</li> </ul>	

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**Signature**

**Date**

**Name**