



<b>POST:</b>	Data Manager
<b>START DATE:</b>	By arrangement with successful candidate
<b>RESPONSIBLE TO:</b>	Vice Principal
<b>SALARY:</b>	SCP 19 – 23 £22,939 - £24,973 (FTE £25,481 - £27,741)
<b>LOCATION:</b>	Oasis Academy Sholing, Southampton
<b>WORKING PATTERN:</b>	Full Time, Term time + 2 weeks (41 weeks pa)
<b>DISCLOSURE LEVEL:</b>	Enhanced

### JOB PURPOSE

To drive a data culture forward within the Academy and develop and maintain the Academy's information management systems and other data handling tools for assessment and tracking.

### MANAGEMENT OF ACADEMY MIS

- Take the lead role in the development, maintenance and management of Bromcom including input of data
- Maintain Bromcom in relation to staff- set up staff accounts and access rights
- Respond to complex correspondence such as a GDPR subject access request
- Support and liaise with the examinations and attendance officers
- Prepare and deliver Bromcom training in house to appropriate cohorts of staff

### MANAGEMENT OF ACADEMY DATA

- Implement systems and procedures to ensure data is accurate, up to date and compliant with internal and external requirement
- Complete Statutory Returns such as School Census
- Complete data forms/returns to Senior Leadership Team, Oasis Learning Community and outside agencies
- Liaise with relevant staff to co-ordinate the receipt of all aspects of data relating to the Year 7 intake and in year admissions
- Liaise with examination officer for download of GCSE examination results and subsequent administration of results

# Job Description

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- Maintain accurate Key Stage 2 data and reading age data
- Manage and maintain data for SISRA
- Liaise with the examinations officer regarding external assessment such as Year 7 baseline testing
- In conjunction with the Vice Principal produce and update student targets in line with Oasis Community Learning policy
- Co-ordinate with the SENDCO to ensure all SEN information is accurate and up to date
- Contribute to the whole school evaluation process providing necessary data for staff

## ASSESSMENT

- Oversee the Academy assessment cycle
- Set up and manage the assessment module including the creation and maintenance of grade sets, mark sheets and report templates for the collection and distribution of data
- To produce reports and data analysis to support the Senior Leadership Team, Head of Departments and teachers on progress towards all school targets
- Publish academic reports to parents as per the Academy assessment calendar
- Keep abreast of current guidance, requirements and good practice in relation to target setting, the effective use of data

## SUPPORTING THE ACADEMY

- To support the aims, values and policies of the Academy and participate in a team approach to all aspects of the Academy
- To attend and contribute to regular staff meetings and in service training and identify personal development needs
- To comply with all policies, procedures and working practices relating to safeguarding young people (child protection), health and safety, confidentiality and data protection

# Job Description

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**ADDITIONAL DUTIES**

- The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate training to carry out these duties.

**SAFEGUARDING**

- To contribute to the development of students emotional wellbeing.
- To adhere to the Academy's safeguarding policy.
- To attend relevant training and keep up to date with the National requirements.

**Oasis Academy Sholing are committed to safeguarding and promoting the Welfare of young people and expect all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**

# Person Specification



## ESSENTIAL

## DESIRABLE

### Qualifications

Appropriate academic qualifications to at least GCSE grade A-C / 9-4 standard in English and Maths	
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### Knowledge

Experience of working with management information systems	A good working knowledge of the Bromcom MIS
Understanding of how data may be used to track student progress and inform strategies to raise achievement	A good understanding of the school curriculum, and the day to day running of a school
Collection, collation, interpretation and dissemination of a wide range of data	Experience of writing professional reports

### Skills

Ability to analyse and interpret a variety of data	
Ability to focus on detail and accuracy when compiling reports	
Ability to analyse problems, reach considered judgements and resolve issues.	
Ability to plan and implement systems to maximise use	
Ability to work independently or as part of a team	
Ability to communicate effectively to a range of audiences, through good written and oral communication skills	

### Commitments

Commitment to safeguarding and promoting the welfare of children and young people	
Willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.	
To be available during the examination results weeks	

Personal	
Energy, enthusiasm and flexibility	
Resilience and a positive outlook on life	
Motivation to work with young people.	
To plan and prioritise the work of the Cover Supervisors and supervise them in line with the agreed Performance Management framework	