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Headteacher: Mr M Rayner BA(Hons)NPQH | NPQEL

**St Thomas More Catholic Academy**

FAITH | EXCELLENCE | RESPECT

# JOB DESCRIPTION
## POST:  Data Manager

**Salary Scale: Level 6 (SCP 12-17)**
**FTE £27,711**
**Actual starting salary: £25,445**
**37 hours per week**
**Term Time + 2 weeks + INSET**
**(8.00am-4.00pm Monday-Thursday; 8.00am-3.30pm Friday with 30-minute lunch break)**

## Reporting Relationships:

| | |
|---|---|
| **Responsible to:** | AHT |
| **Accountable to:** | AHT / Headteacher |
| **Hours per week:** | 37 hours |
| **Weeks per annum:** | Term Time + 2 Weeks |

*At St Thomas More our Motto is "Aspire to be More" which encompasses our aspirations for all our students within our school and recognises our patron St Thomas More.  As a Catholic school, we offer an education firmly based upon our Gospel values and our Mission statement puts 'our community' at the heart of all we do.*

### Purpose of the Post

The responsibility of the Data Manager is to develop and maintain academic data systems within the school, to provide accurate and clear management information and to lead on all aspects of data management, with particular emphasis on academic, attendance and behaviour data.

This is a key post within the Academy which requires dedication, professionalism, and a highly efficient, confidential, and responsible approach. To ensure a consistent, reliable, and valid data collection and reporting facility is in place across the Academy, being able to produce data as and when required in all formats and report styles, for Senior Leadership Team as agreed.

### Principal duties and responsibilities

Provision of academy level data management services, including:
- Responsibility for the management of Arbor and other web-based systems (e.g., SMID, Class Charts, School Cloud etc) and the timely maintenance of data with regards to student records.
- To oversee and maintain a data/information strategy which will support the School's Development Plan through the provision of accurate data, analysis of data and preparation of complex reports.
- Administration of statutory data returns (e.g. census)
- Keep abreast of best practice developments relating to data and information to ensure that internal procedures and processes are most effective.

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- Academy level implementation of standardised trust data procedures, to include data population of SEFs, SIPs, and DIPs
- Oversee the processing of assessment data, i.e., that accurate student performance information is available each term, and as required on an ad hoc basis.
- Provide management information and student statistics to the Senior Leadership Team, middle leaders and external bodies as required.
- Have an understanding and ensure that the school complies with the requirements of the GDPR (General Data Protection Regulation) and carry out work in accordance with these requirements.
- Coordination of attainment data collection and reporting to internal and external stakeholders (e.g. academy staff, parent, trust), including
- Collection, collation, analysis and distribution of student targets and outcomes (both teacher assessments and external assessments)
- Preparation of results analysis following release of A-Level and GCSE results during August
- Production of performance data, mostly within standardised trust formats but occasionally for ad hoc requests from Principal/data lead
- Maintenance of transfers of data between Arbor and other systems
- Meeting training needs of academy staff, including working with academy Support Staff involved with data to ensure efficient systems and solve problems
- Oversee the data collection for tracking of attendance and behaviour data
- Provide expertise on Data Protection to academy staff and support, including preparation of Freedom of Information and Subject Access Requests as received.
- FSM – Maintain FSM register/list sent by LA (Local Authority) ensuring systems are correct and up to date, promotion of FSM.

## Generic Responsibilities
- A positive attitude and commitment to continuous improvement
- A positive commitment to team working and participation
- Analyse and evaluate data/information and produce reports/information/data as required within timescales.
- Undertake complex IT based tasks, ensuring that databases and spreadsheets are customised to meet information/data needs.
    - Assist the Senior Leadership Team with the updating of information, in particular: student academic data
    - the planning of one-off events as and when they arise.

## Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)
The post holder is required to be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health, safety and security, online safety, confidentiality and data protection, reporting all concerns to an appropriate person.  In addition, they are to contribute to the achievement of the school's objectives through:

## Safeguarding
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Support with the leadership of safeguarding in ensuring a positive culture of safeguarding.

## People Management
- Comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the academy.
- Establish constructive relationships and communicate with other agencies/professionals.

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- Attend and participate in regular meetings.
- Lead and participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

## Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

## Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Academy's Health and Safety policy.

# Person Specification

|  | Essential | Desirable |
|---|---|---|
| **Qualifications** | - 5 GCSEs including Maths and English (grade A-C) or equivalent.<br>- Level 4 or higher qualification in a relevant discipline. | |
| **Knowledge/Experience** | - Understand and comply with procedures and legislation relating to confidentiality and Data Protection.<br>- Experience of managing statutory returns. | - Experience of working in a similar role in the education sector.<br>- Experience of leading a team. |
| **Skills/Abilities** | - Good numeracy, literacy, and ICT skills.<br>- Able to analyse, interpret and present complex data to a variety of end users.<br>- Able to communicate effectively and relate well with staff and students.<br>- Able to work independently and without direct supervision.<br>- Able to take direction from different people.<br>- Able to prioritise tasks, manage time effectively and meet deadlines.<br>- Able to make decisions on issues where there is no clear process in place.<br>- Able to implement the Academy's Safeguarding, Equal Opportunities and Privacy policies. | |
| **Personal Characteristics** | - Reflective and solution focused.<br>- Calm under pressure.<br>- Supportive, patient, and non-judgmental.<br>- Flexibility, commitment, and determination. | |
| **Other Requirements** | - Undertake the Academy's Induction Programme.<br>- Participate in development and training opportunities.<br>- Be able to carry out all duties to a high standard. | |
| **Special Requirements** | - Understand and comply with procedures and legislation relating to confidentiality and Data Protection.<br>- Willingness to travel as required. | |