



## Secondary - Data Manager

### JOB DESCRIPTION

**Responsible for:** Data Officer, Exams Officer, Cover Manager (where appropriate)

**Role Purpose:**

The purpose of this role is to take a lead role in the development, Implementation and maintenance of records/information systems and reporting relating to Academy data.

**Key Accountabilities:**

Reporting to SLT link responsible for Data, this post holder will be accountable for

Data Management

- Work with the Academy Senior Leadership Team (SLT) to develop information management strategies within the Academy
- Research, lead and develop the Academy's information systems to ensure they are fit for purpose and meet evolving needs as they arise
- Manage the efficient transfer of data between the School and relevant external agencies and stakeholders
- Maintain the whole school assessment database and ensure data input is timely, accurate and complete
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required
- Manage and develop the student Progress Reports system including regular updates and the production of individual student reports
- Maintain student timetables and assist SLT with timetabling when requested
- Co-ordinate and operate the daily cover system and organise re-rooming in the absence of the Cover Manager/Data Officer
- Ensure the Academy is working to all changes in legislation regarding school data and collections
- Inform SLT of any relevant changes and how they will impact Academy performance
- Oversee the examinations process to ensure compliant and that all deadlines are met.

Promote the effective use of data within the Academy

- Liaise with staff re data collection and initiate data collections in line with the Data Calendar
- Liaise with Key Stage Leads to develop effective systems for tracking specific cohorts of students
- Support senior colleagues with responsibility for Data as necessary
- Contribute to the staff CPD on preparing and using data for raising achievement
- Liaise with Academy ICT team and external support to ensure the efficient running of all systems and software, running updates as necessary
- Responsible for the accurate and timely completion and submission of statutory data

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### Culture

- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

### People Development and Management (where the post holder has line management responsibilities)

- Workforce planning for current and future demands to ensure sufficient, appropriately trained staff are available to effectively perform day-to-day requirements and manage periods of peak work volumes to meet KPIs
- Actively lead and participate in the recruitment and selection process of new team members
- Coach, mentor and develop staff including overseeing new employee onboarding, agreeing objectives, performance management, appraisal and career planning and identify CPD needs and opportunities.
- Consciously create a spirit of team work amongst department members that promotes E-ACT values and policies, challenging unacceptable behaviours and addressing conflicts swiftly, instigating relevant procedures such as capability, disciplinary and grievance.
- Manage staff absence within your area of responsibility taking actions as appropriate in line with E-ACT policy and procedures, liaising with People Development and employee representatives
- Work within the departmental financial budget, ensure value for money from all procured services and supplies in line with E-ACT's Financial Management policies

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

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## PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

## OUR VALUES

<b>Thinking Big</b>	<ul style="list-style-type: none"> <li>• Show energy, enthusiasm and passion for what you do</li> <li>• Demand the highest quality in all that you do, and in the work of your team</li> <li>• Willing to champion new ideas and think beyond the status quo</li> <li>• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better</li> <li>• Be open to new ideas and change where it will have a positive impact on the organisation</li> <li>• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT</li> <li>• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work</li> <li>• Commitment to self-development, and developing your wider Team</li> <li>• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further</li> <li>• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence</li> </ul>
<b>Doing the Right Thing</b>	<ul style="list-style-type: none"> <li>• Have integrity and honesty in all that you do</li> <li>• Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work</li> <li>• Take responsibility and ownership for your area of work</li> <li>• Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils</li> </ul>

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	<ul style="list-style-type: none"> <li>• Be transparent and open</li> <li>• Be resilient and trustworthy</li> <li>• Stand firm and stay true to our mission</li> </ul>
<p><b>Showing Team Spirit</b></p>	<ul style="list-style-type: none"> <li>• Understand how you can have a greater impact as a team than you can as an individual</li> <li>• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission</li> <li>• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level</li> <li>• Recognise and celebrate the success and achievements, no matter how small, of your colleagues</li> <li>• Be generous with sharing your knowledge to help to develop others</li> <li>• Understand and be willing to receive suggestions and input on your area of work from others</li> <li>• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work</li> <li>• Be aware of other peoples' needs and show an ability to offer genuine support</li> <li>• Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams</li> </ul>

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## KNOWLEDGE, EXPERIENCE & SKILLS

**Requirement**

**E** – Essential

**D** – Desirable

**Assessed at**

**A** – Application Stage

**I** – Interview Stage

**P** – During the probationary period

		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b>Organisational Fit</b>	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
<b>Knowledge</b>	Minimum of 5 GCSEs including English and Maths grades 4-9 (or equivalent)	X		X	X	X
	Educated to degree level or equivalent		X	X	X	X
	Extensive working knowledge of databases, spreadsheets and relevant software particularly to interrogate data	X		X	X	X
	Comprehensive understanding of how to support colleagues to use student data to inform their lesson planning, target setting etc.	X		X	X	X
	Knowledge of statutory responsibilities relating to school data and reporting	X		X	X	X
<b>Experience</b>	Demonstrable experience of operating MIS systems	X		X	X	X
	Experience of working in an educational setting		X	X	X	X
	Experience of collecting, collating, interpreting and disseminating a wide range of data in different formats	X		X	X	X
	Experience of dealing with sensitive and confidential student information	X		X	X	X
	Experience of preparing documentation for external agencies and statutory returns	X		X	X	X
	Experience of leading and managing staff (where applicable)		X	X	X	X
<b>Skills</b>	Ability to analyse and evaluate data to identify trends and issues	X		X	X	X
	Ability to produce reports in appropriate formats	X		X	X	X
	Ability to work effectively within a team environment	X		X	X	X
	Ability to build and maintain effective working relationships with internal colleagues and external agencies	X		X	X	X

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	Ability to communicate effectively with a wide range of stakeholders using a variety of media	X		X	X	X
	Ability to hold difficult conversations confidently and effectively	X		X	X	X
	Ability to prioritise workload effectively to meet deadlines and work under pressure	X		X	X	X

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