Co-op Academies Trust

Deputy Campus Data Manager

Salary / grade range	SCP 26-28 Permanent, All Year Round, 37 hours per week £34,834 - £36,648
Location	Co-op Academy Grange & Southfield
Reports to	Campus Data Manager

Purpose of role:

To support the Campus Data Manager in leading, managing and supporting all aspects of Data, including information, assessment and examinations, ensuring an efficient, effective and proactive service to the Campus, supporting the overarching aim of continuous school improvement.

Key accountabilities (and specific duties / responsibilities):

- Deputising for the Campus Data Manager as required.
- Support the Campus Data manager in ensuring that all GDPR guidance is followed throughout all data systems.
- Providing support for the day-to-day information and assessment (including examinations) functions.
- Providing support for the curriculum planning and timetabling process of Co-op Academy Grange
- Providing support for the security and integrity of the information, assessment and examinations infrastructure.
- Working with the Data Manager to proactively develop information, assessment and examinations systems and practices in line with the evolving demands of the organisation and advances in relevant technology.
- Ensure that all data is correct and up to date, consolidating between the MIS and any third-party systems and DfE websites.
- Assist the attendance and admin teams in maintaining accurate student records, including student enrolment, timetables and class lists.
- Develop and maintain methods of student academic data for teachers inputting data and subsequent analysis as directed by Campus Data Manager
- Providing support for developing and implementing risk management and disaster recovery strategies.
- Providing support for the management and development of all Data and Examinations Support staff, including the identification of training requirements and performance management.
- Responsibility for health and safety issues relating to area of responsibility.
- Responsibility for ensuring that accurate records of all activities are maintained.

General

- Contribute to Campus life and the overall vision, values and guiding principles of the Campus
- Attend and participate in training events and participate in Campus Business Team Leader meetings.
- Comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting any concerns.
- Carry out any other reasonable request as and when required.

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications ● Relevant professional qualification (or have equivalent experience) ● Commitment to own personal and professional development, including maintaining an up-to-date awareness of developments of all aspects of the role ● Evidence of attendance on relevant training courses.	 D	A, I A, I A, I
Experience ● Substantial experience of managing MIS and developing the uses of such systems ● Experience of working effectively within large and small teams, both as team member ● Experience of staff management ● Experience of managing exams or other methods of assessment ● Knowledge of relevant Health & Safety issues ● Understanding of relevant external data sources e.g. SISRA, FFT, Raise Online, ALPs ● Knowledge of Data Protection issues	 D D D D	A, I A, I A, I A, I A, I A, I

● Experience of curriculum planning/ timetabling process.	D	T
● Experience of MIS Systems- SIMS, Arbor, Bromcom, Progresso	D	A, I
● Experience writing reports using SSRS/Report builder.	D	T
Skills, Ability, Knowledge ● High levels of integrity, honesty and credibility which will inspire confidence and trust from both internal and external stakeholders.		A, I
● Working knowledge of MIS management and an appreciation of the role of MIS in development and organisational strategy.		A, I
● Excellent organisational skills to enable planning, prioritising and delivering of work to tight deadlines.		A, I
● Highly motivated, confident, `can do' problem solver and self-starter.		A, I
● Team player who can work effectively with a range of stakeholders with influencing and negotiating skills.		A, I
● Excellent written and oral communication, networking and interpersonal skills with a friendly disposition and ability to apply sensitivity.		A, I
Personal Qualities ● A personal commitment to equal opportunities, diversity and promoting good race relations		A, I
● Candidates should indicate an acceptance of and commitment to the principles underlying the Trust's Equal Rights policies and practices.		A, I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.