



# JOB DESCRIPTION

JOB DESCRIPTION:	Trust Data Manager
RESPONSIBLE TO:	Deputy CEO
JOB PURPOSE:	<p>To be responsible for the management of Trust and Schools Data, including assessment data and Admissions data, and to support the daily operations of the School Management Information Systems (MIS)</p> <ul style="list-style-type: none"> <li>• Oversee and manage the collection and analysis of assessment data across the Trust and Schools in line with the Trust/school assessment calendar.</li> <li>• Manage and develop all student related data including curriculum, assessment and admission data on the Trust MIS (Bromcom).</li> <li>• Responsible for implementing Data Protection Policy alongside Business Development Department</li> <li>• Support Senior Leaders – Data, IT, and Timetable with the timetabling process including the management of students and groups.</li> <li>• Liaise with external agencies regarding data collections as required e.g. DfE, Local Authority.</li> <li>• Manage and update user's access levels, to ensure they are appropriate and maintains the integrity of the MIS.</li> <li>• Work with SLT to support transition processes including but not limited to Year 6 transition, KS4 Options, and Year 12/13 Enrolment.</li> <li>• Provide training on the MIS to staff as required</li> </ul> <p>To commit to our values-led approach.</p> <p>To uphold the Christian/Community Ethos of our QUEST schools.</p> <p>As an employee of QUEST, staff may be required to work at any school within the Trust.</p>
LIAISING WITH:	Senior Leaders, Pupils/students, teachers, LA, DfE, Support staff
SALARY SCALE:	QUEST Grade G
DBS DISCLOSURE LEVEL	Enhanced

## Professional Responsibilities

### School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.



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## Key Responsibilities

The Data Manager will lead on all aspects of data collection, analysis, evaluation, statutory compliance, accuracy and dissemination to ensure accurate planning of teaching and learning and assessment of pupil progress.

Your strategic responsibilities will include:

## Data Management

- Manage the day-to-day running of the schools data management system in accordance with school data protection policy and guidelines
- To procedure comprehensive data reports for the CEO and SLT
- To ensure internal data systems are set up and in use by all departments.
- Liaising with Heads of Department and the Senior Team.
- To manage student target grades, collating data from Pupil Progress and internal assessments (working the Assistant Principals).
- To provide data to Heads of Department for their termly analysis and when otherwise required.
- To produce data summary reports at least once per half term to the Senior Team.
- To produce Trustee and Governor summary reports as required (in line with calendared meetings).
- To analyse and check data from national sources such as AAT checking exercise and
- Coordinate the production of the schools reports in line with the Trust calendar.
- To work with the school Exams Officer to ensure data is accurate and up to date throughout the year.
- To provide training and support to school staff in the use of data and internal data systems to ensure effective use and to improve efficiency of the systems used within schools.
- Develop and deliver an annual training programme for data analysis providing bespoke training as required. Working with external trainers as required.
- To work with the SLT and Business Development Department to develop policies and procedures related to data and disseminate to relevant staff.
- Be aware of developments in school data and national data initiatives and make recommendations to the Senior Leadership Team about any necessary improvements.
- To work with the School Attendance Officer to ensure the school attendance data and the tracker are accurate and efficient.

## Trust and Schools MIS

- Have overall responsibility for the functionality of the Trust and schools MIS.
- Manage the day-to-day running of the school MIS.
- To manage the annual roll-over and ensure the MIS is set up and functioning at the start of each academic year, this includes importing the timetable and term dates (the Assistant Principal has overall responsibility for the High school and extended UTC school timetable).
- To update the MIS as and when necessary throughout the year, developing systems that are effective and streamlined to communicate with Heads of Department and the Senior Team e.g. changes to timetabling, rooming, staffing updates.
- To provide training and support to school staff in the use of the MIS to ensure effective use and to improve efficiency of the systems used within school.
- To provide support for Support Staff and teachers in the MIS Core products e.g. Behaviour Management, SEN, Registration, Timetable, Admissions, Personnel etc. to ensure consistency, accuracy and confidence in use.
- Develop and deliver an annual training programme for the MIS providing bespoke training as required.
- Develop training notes/instruction manuals for staff in the use of the MIS.
- To work with the SLT and Business Development Department to develop policies and procedures and disseminate to relevant staff.
- To monitor compliance and work with the SLT to take action as necessary to ensure consistency across the Trust and schools.
- Be aware of developments in the MIS and educational initiatives and make recommendations to the Senior Leadership Team on the use of software to support school improvement initiatives.
- Implement regular upgrades in the software in order to maintain its functionality and effectiveness
- Attend MIS User-Groups or other related support groups to develop links with other MIS managers.
- Assist the Admin Officers with the preparation and production of statutory returns, in particular the Student and Workforce Censuses.
- Undertake housekeeping and archiving of data with due regard to GDPR.
- Provide Help Desk support for the MIS as required.
- Advise the IT department on requirements for running the MIS effectively across the network.



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## **Student Information & Administration**

- To ensure the maintenance of pupil/student information systems (Bromcom) including update and overseeing the effective management of all student data systems in school – e.g. attendance, punctuality, behaviour, ethnicity, UIFSM and Free School Meals.
- Assist with the administration relating to all pupil/student admissions/leavers, including mid-phase, and liaise with SLT and Pastoral Leaders regularly regarding this.
- To generate and submit the Schools Student Census in conjunction with the named member of SLT/Principals responsible for Census.
- To be responsible for student assessment report generation for all years.

## **Team and Resources Management**

- To be responsible for effective line management of assigned staff
- To manage effectively the duties of Data Team in all aspects of attendance, exams and assessment
- To carry out performance management regularly and support staff through their development objectives including professional development
- To promote teamwork and to motivate staff to ensure effective working relationships.
- To manage the available resources of staff, budgets and equipment efficiently and in accordance with the Trusts Financial Regulations and other policies as appropriate.
- To participate in the Professional Development Review process both in terms of self and other staff as appropriate.

## **Other areas of responsibility**

Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.

Carry out any such duties as may be reasonably required by the CEO, DCEO and CFO

Embody the Trust's values, standards and expectations; be an exemplary role model to all

Promoting equality and diversity as part of the culture of the organisation.

To follow agreed schedule of priority tasks to agreed deadlines and respond in a timely and flexible manner to incidental occurrences in school.

To carry out the duties in accordance with the aims and values of the schools and the Trust and in such a manner as to enhance the good reputation of the schools and the Trust including participation in school events

Uphold the Trust's digital strategy

Embrace and actively take part in CPD, fulfilling obligations to maintain and continue professional development in line with QUEST expectations.

To commit to the specified number of hours of professional development each year and have driven and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.

To perform duties in accordance with the Trust's Equal Opportunities Policy.



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## **Professional conduct**

- To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.
- Maintaining a secure, healthy and risk free environment for students, staff and visitors.

## **Safeguarding**

Quest is committed to safeguarding and promoting the welfare of children and young people at all times. The postholder will be responsible for promoting and safeguarding the welfare of all children for whom they are responsible, or with whom they come into contact, in accordance with the trust's Child Protection Policy.

To participate in the staff Performance Development Review process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require.

QUEST is committed to safeguarding and promoting the welfare of children and young people.

Clearance from the Disclosure and Barring Service is required prior to appointment.

Signed ..... Post Holder

Name ..... Post Holder

Date .....

*This job description was correct at the time of writing but may be subject to change and development according to the prevailing needs of the Trust.*



# JOB SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) in English and maths</li> <li>• Degree</li> <li>• Educated to at least A Level or equivalent vocational experience</li> <li>• Trained in the use of a variety of ICT packages</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• At least 2 years' experience using a School management information system (preferably Bromcom)</li> <li>• Experience of working in a data management environment (within a school environment would be preferred but not essential)</li> <li>• Experience of working to targets and deadlines</li> <li>• Experience of managing and developing data systems</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Knowledge of school software packages</li> <li>• Proficient in analysing high volumes of data and presenting it in various formats to suit the audience.</li> <li>• Excellent statistical and analytical skills</li> <li>• Ability to manage own workload and on own initiatives</li> <li>• Ability to develop quality control systems</li> <li>• Ability to develop and maintain good relationships with a wide range of people, from parents, governors, pupils to outside agencies</li> <li>• Information gathering and analysis</li> <li>• Excellent numeracy and literacy skills, with strong proficiency in Microsoft Excel and Power Bi</li> <li>• Excellent knowledge of software used in analysing and presenting data, particularly, Microsoft Office and Microsoft Excel in particular, database management systems</li> <li>• Ability to adapt to in-house computer systems and familiarity with programs within Office 365</li> <li>• Knowledge and understanding of GDPR regulations</li> <li>• Ability to resolve problems and find best solutions in data management.</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Strong ability to plan, prioritise, and meet strict deadlines in a fast-paced and demanding environment and have a demonstrated capability in developing and maximizing the skills and productivity of a team.</li> <li>• Commitment to ensuring the safety and welfare of children</li> <li>• Commitment to upholding and promoting the ethos and values of the Trust / school</li> <li>• Integrity, honesty and fairness</li> <li>• Good attendance and punctuality</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to equality</li> </ul>
	<p><b>To show commitment to sustain excellent attendance at work</b>  <b>Legally entitled to work in the UK</b>  <b>Notes: This job description may be amended at any time in consultation with the postholder</b></p>