



# Job Description

<b>Job Title</b>	<b>DATA MANAGER</b>
<b>Responsible to</b>	Deputy Headteacher
<b>Job Purpose</b>	<p>To be the first point of contact and support for School Leadership Team in relation to data management and processing.</p> <p>To ensure that the data management systems operate effectively by:</p> <ul style="list-style-type: none"><li>• Designing, developing and implementing robust systems to streamline reporting and analysis.</li><li>• Collaborating with others to understand requirements and ensure the development of effective solutions.</li><li>• Continuously optimise and enhance existing systems for improved efficiency and functionality.</li></ul>
<b>Duties</b>	<ul style="list-style-type: none"><li>• To provide expertise in all aspects of commonly used Management Information Systems (for example SIMS.net) and other core data handling systems (such as Go4Schools, Alps etc).</li><li>• To liaise with the SLT to ensure processes are adhered to and that all pupils are tracked and monitored in relation to a range of pupil outcomes.</li><li>• To provide training and support, as required, to ensure that staff and stakeholders possess the skill and understanding to fully utilise the information management systems and data handling systems at their disposal.</li><li>• To co-ordinate the performance data for the SLT and other audiences for the purpose of evaluating our performance.</li><li>• To coordinate and prepare statutory returns, including those to DfE at census points.</li><li>• To provide operational data and examination support as required.</li><li>• Ensure that fail safe processes are consistently applied, to ensure the appropriate management of data relating to external examinations/assessments.</li><li>• To act as Data Protection Officer for the School, to ensure that legislation and best practice is complied with by all in relation to GDPR.</li><li>• Deal with Subject Access Requests and Freedom of Information Act Requests.</li><li>• Automating data collection, transformation and loading processes to ensure timely and accurate reporting to key stakeholders.</li><li>• Troubleshooting and resolving issues related to data automation processes.</li><li>• Developing and maintaining dynamic and interactive reports, using Microsoft Excel.</li><li>• Conducting data analysis for all aspects of student data to extract valuable insights and trends.</li><li>• Providing data-driven recommendations to support decision-making</li></ul>

	<ul style="list-style-type: none"> <li>• Document systems, processes, and data workflows for future reference and knowledge sharing.</li> <li>• Preparing analysis and reports of the outcomes of external examinations and assessments including GCSE/A Level results (in August).</li> <li>• Keeping up to date with developments in data management systems that the academy uses and with others that may be of interest.</li> <li>• Ensuring that managers are aware of any concerns regarding the validity or accuracy of data.</li> <li>• Ensuring the academy is receiving best value from their data management systems.</li> <li>• Producing and implementing data quality improvement plans, ensuring data is fit for purpose and that there are processes to maintain quality.</li> <li>• Providing operational support, as required, to add capacity to deal with emerging issues that are within the postholders skillset.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To take personal responsibility for identification of own learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• All staff must adhere to the School's Safeguarding Policies and Procedures including engaging in annual Safeguarding Training and Updates.</li> </ul>

**This role is subject to a six month probationary period**

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: .....

Employee

Date: .....

Signed: .....

Line Manager

Date.....