



POST TITLE: Data Manager

GRADE: Band 9 (scp 24 to 27)

REPORTING RELATIONSHIP: Post holders will report to the SLT

JOB PURPOSE: To provide analysis of all school data, including pupils' progress and examination results. To be responsible for keeping school data tracking systems accurate, up-to-date and responsive to the needs of the school.
To assist in the compilation of staff and pupil timetables and keep them up-to-date throughout the academic year.

MAIN DUTIES / RESPONSIBILITIES

1. To analyse all school data, including reviewing pupil progress, progress of specific groups and examination results.
2. To ensure all data tracking systems and mechanisms for tracking specific groups of pupils are relevant, accurate, up to date and maintained (including FFt aspire, SIMS, Excel (including KS2 data transfer files) and Sistra etc.).
3. To analyse data held in school software systems, provide support with expertise in analysis and data trends and to produce reports as required.
4. To produce data analysis and reports when requested for achievement and progress.
5. To be responsible for Classcharts analysis and inclusion of aforementioned data in reports.
6. To co-ordinate the physical production and distribution of pupil reports including undertaking quality checks.
7. Explore data innovation and improvement to data processes, taking responsibility to implement these where possible.
8. To compile and submit statutory returns, including the school census, as required, in a timely manner, ensuring they are accurate and complete.
9. To be responsible for the checking and analysis of pupil examination results on results day and produce reports for SLT.
10. To update pupil records in relation to examination results and to assist in the distribution of examination results and certificates.

11. To be responsible for communication to parents/carers through school software systems linked to target setting, tracking and assessment.
12. To deputise for the Exams Officer when required.
13. Manage ticketing system.
14. To keep up-to-date with changes in the school accountability measures and ensure other relevant staff are aware of any changes.
15. To assist the SLT in the options process and production of staff and pupil timetables.
16. To be responsible for data input, assigning pupils to classes and updates for pupil timetables in SIMS and to manage timetabling structure in relation to changes that occur.
17. To liaise with SLT on a regular basis to determine tasks and priorities.
18. To work across other schools with Swift Academies Trust as required.
19. To represent the school or support the Senior Leadership Team at meetings relating to data.
20. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
21. The post holder must carry out his/her duties with full regard to the School's equal opportunities and racial equality policies in terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
22. To comply with health and safety policy and systems, report any incidents/ accidents/ hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
23. To remain up-to-date with relevant School and Trust policies as notified through various systems and processes, including induction training, CPD and verbal and written communication and consultation.
24. Any other duties of a similar nature related to the post, which may be required from time to time.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY.

Longfield Academy and its partner schools are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Data Manager

Person Specification

Key

- A - Application including supporting statement
- S - Selection Process including job specific occupational tests
- R - Employment References
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Check

| Criteria Number | Qualifications and Education | Essential / Desirable | Stage Identified |
|-----------------|--|-----------------------|------------------|
| 1. | 5 GCSEs grade A*-C including English and Maths or equivalent qualifications | E | A, C |
| 2. | National Data Managers' Award or other equivalent data qualification | D | A, C |
| | Experience & Knowledge | | |
| 3. | At least two years' experience working in a role(s) involving the maintenance and analysis of data | E | A, S, R |
| 4. | Experience of establishing and maintaining a range of management information systems (SIMS, SISRA, FFT etc.), including complex databases and spreadsheets | E | A, S, R |
| 5. | Knowledge of GDPR requirements and understanding of confidentiality | E | A, S |
| 6. | Experience of working within a school environment, preferably secondary | D | A, S, R |
| 7. | Knowledge of examination regulations and processes | D | A, S |
| 8. | Experience of co-ordinating and directing other staff | D | A, S, R |
| | Skills | | |
| 9. | Excellent attention to detail and ability to work with a high level of accuracy | E | A, S |
| 10. | Ability to be able to present information in a logical and systematic manner | E | A, S |
| 11. | Ability to relate well to young people and adults | E | A, S, R |
| 12. | Ability to work successfully as part of a team | E | A, S, R |
| 13. | Ability to communicate effectively both orally and in writing with a wide range of audiences | E | A, S, R |

| Criteria Number | Skills | Essential / Desirable | Stage Identified |
|------------------------|---|------------------------------|-------------------------|
| 14. | Ability to work effectively in a busy environment and ensure that work is organised and all tasks are completed and deadlines are met | E | A, S, R |
| 15. | High level of IT literacy and competent in the use of MS Word/Excel and office packages | E | A, S, R |
| | Personal Attributes | | |
| 16. | Ability to multi-task and work effectively under pressure | E | A, S, R |
| 17. | Flexible attitude and willingness to adjust working arrangements on occasion | E | A, S |
| 18. | Conscientious and hard-working to meet the demands of the role | E | A, S, R |
| 19. | Willingness to participate in further training and development opportunities | E | A, S |
| | Special Requirements | | |
| 20. | Suitability to work in a school role which includes direct contact with pupils | E | A, S, D |

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references.