# Job Description

Job Title: Data Manager

Salary: H8 (Term Time plus 3 weeks)

Responsible to: Leadership Team Data Lead

Post Objective: To be responsible for the school’s use of their Management Information System (Arbor) to support school improvement and data systems.

# Main Duties and Responsibilities:

Data Management

* To create, oversee and develop the school’s use of data for the Senior Leadership Team and for teaching staff
* Provide concise and accurate data and reports for SLT to facilitate the effective management of whole school target setting to raise standards and performance
* To work with the SLT to regularly review data systems, procedures and working practices
* Maintain and manage the school’s assessment and reporting systems including on line tracking tools such as SISRA
* Provide and organise an efficient and professional data administrative service to the senior team and all teaching staff.
* To compile complex spreadsheets as required and to design complex Arbor reports.
* Collate data from internal and external assessments, generating student target grades for individual student reports.
* Distribution and interpretation of data reports e.g. SISRA, FFT,
* To be responsible for the school’s census returns, ensuring accurate records are maintained for each student and reporting as required to the Department for Education.
* To provide ICT skills and knowledge to support data management across the academy, supporting in depth analysis of individual teacher, subject and curriculum performance.
* Keep abreast of current guidance and best practice in relation to target setting, the effective use of data and respond to education developments that have implications on data management.
* To work with the SLT on ensuring that the MIS has all required data for

effective reporting and exporting of data for DfE reporting points.

* To work with the SLT lead in the implementation of reporting and communication tools that are efficient, cost effective and streamlined in number.
* To provide CPD for staff as required in relation to the use of the MIS and wider data reporting tools.
* To report to SLT at assessment points and provide strategic input and commentary around performance trends and targets.

General

* Liaison with other departments and staff as necessary on matters regarding data.
* Attendance at staff meetings and INSET activities where relevant.
* To uphold and actively support the academy’s policies and procedures.
* Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

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| **Criteria** | **Essential** | **How Measured** |
| Experience | Demonstrable experience of the use of Word and Excel. Advanced PC skills, especially using packages for analysis Excel Spreadsheets and Databases | 1,2,5 |
| Skills and Abilities | * Analytical skills and self-motivation
* Good communication skills
* Keep accurate records
* Plan own workload and meet tight timescales
* Numeracy and literacy skills to read and understand technical language and instructions
* Able to give clear and concise guidance to others
 | 1,2,3 |
| Equality Issues | Able to recognise and act upon the more common forms of discrimination | 1,2 |
| Education and Training | Willing to undertake job related training | 1,2 |
| Other Requirements | * Flexible
* Well organised
* Adaptable
 | 1,2 |

**( 1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise )**