

Job Description

Job title:	Data Manager
Location:	Ormiston Park Academy, South Ockendon
Grade:	Grade OAT (Ormiston Academies Trust) Grade 7 Points 26 – 30 gross per annum (£33462.26- £36601.55)
Hours of work:	37 hours per week, 42 weeks per year
Reports to:	Vice Principal
Disclosure level:	Enhanced DBS (Disclosure Barring Service)

Overall Responsibilities:

The responsibility of the Data Manager is to develop and maintain academic data systems within the school, to provide accurate and clear management information and to lead on all aspects of data management, with particular emphasis on student attendance data and reporting.

This is a key post within the Academy which requires dedication, professionalism, and a highly efficient, confidential, and responsible approach. To ensure a consistent, reliable, and valid data collection and reporting facility is in place across the Academy, being able to produce data as and when required in all formats and report styles, for Senior Leadership Team as agreed.

Main Duties:

- To take responsibility for the management of the School Management Information System (SIMS) and other web-based systems (e.g., Go4Schools, behaviour watch etc), Rewards and the timely maintenance of data with regards to student records.
- To oversee and maintain a data/information strategy which will support the School's Development Plan through the provision of accurate data, analysis of data and preparation of complex reports.

Data

- Working alongside the Senior Leadership Team, and in liaison with other members of staff, complete appropriate returns of information to the DfE (Department for Education), OAT and other statutory bodies (including Staff/Student Census) and assist with the processing of information returned from the DfE and other statutory bodies.
- Keep abreast of best practice developments relating to data and information to ensure that internal procedures and processes are most effective.

- Ensure the School has an integrated MIS approach, e.g., ensuring consistency, accuracy, integrity, and timeliness of data input to the school's management information system.
- Make appropriate preparations to ensure that the school's management information system is ready for the beginning of each academic year.
- Oversee the processing of assessment data, i.e., that accurate student performance information is available each term, and as required on an ad hoc basis.
- Provide management information and student statistics to the Senior Leadership Team, middle leaders and external bodies as required.
- Employ effective forecasting techniques to set School targets.
- Have an understanding and ensure that the school complies with the requirements of the GDPR (General Data Protection Regulation) and carry out work in accordance with these requirements.
- Ensure the correct security of all information systems software.

Administration

- Analyse and evaluate data/information and produce reports/information/data as required within timescales.
- Undertake complex IT based tasks, ensuring that databases and spreadsheets are customised to meet information/data needs.
- Assist the Senior Leadership Team with the updating of information, in particular:
 - student academic data
 - staff and room timetables
 - the construction of the annual timetable data
 - the planning of one-off events as and when they arise.
- Operate relevant web-based resources, including the Online Payment System, Go4Schools (or other similar system) and other systems which may integrate with the school's management information system.
- Provide advice, guidance and, where appropriate, training regarding the school's data processes and use of web-based resources to staff, students, and others.
- Investigate any discrepancies or anomalies in data and report findings to end-users.
- Contribute to the development of policies relating to GDPR and other relevant areas.

Other Responsibilities:

- SEN (Special Educational Needs) – Ensure recording procedures are in place for daily intervention, SEN & Literacy data to allow production of data for SLT/Governors.
- FSM – Maintain FSM register/list sent by LA (Local Authority) ensuring systems are correct and up to date, promotion of FSM.

General Information

- All work performed/duties undertaken must be carried out in accordance with relevant policies and procedures.
- Postholders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
- Postholders must always carry out their responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.
- This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach

agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Generic Responsibilities:

- To carry out all responsibilities about the Academy’s Equalities Policy and Procedures and Customer Care Policy.
- To comply with all Health & Safety at work requirements as laid down by the Academy.
- To undertake such other duties appropriate to the grade of the post as the principal may from time to time reasonably determine.

Flexibility Clause:

- Other duties and responsibilities express and implied which arise from the nature and character of the post within the Academy’s (or section) mentioned above or in a comparable post in any of the Academy’s other sections or departments.

Variation Clause:

- This is a description of the job as it is constituted at the date shown. It is the practice of this Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the principal reserves the right to make changes to your job description following consultation

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

Signature:

Print Name:

Date:

Person Specification

Job Title: Data Manager

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is done based on how well you meet the person specification requirements. You should refer to these requirements when completing your application. Candidates failing to demonstrate any of the essential criteria will automatically be excluded.

	Essential	Desirable
Qualifications	5 GCSEs including Maths and English (grade A-C) or equivalent. Level 4 or higher qualification in a relevant discipline.	
Knowledge/experience	Understand and comply with procedures and legislation relating to confidentiality and Data Protection. Experience of managing statutory returns.	Experience of working in a similar role in the education sector. Experience of leading a team. Experience of school timetabling.
Skills/abilities	Good numeracy, literacy, and ICT skills. Able to analyse, interpret and present complex data to a variety of end users. Able to communicate effectively and relate well with staff and students. Able to work independently and without direct supervision. Able to take direction from different people. Able to prioritise tasks, manage time effectively and meet deadlines. Able to make decisions on issues where there is no clear process in place. Able to implement the Academy's Safeguarding, Equal Opportunities and Privacy policies.	

	<p>Able to maintain records.</p> <p>Able to work proactively to effectively meet the needs of the role.</p>	
Personal Characteristics	<p>Reflective and solution focused.</p> <p>Calm under pressure.</p> <p>Supportive, patient, and non-judgmental.</p> <p>Desire to respond to the needs of CNS with flexibility, commitment, and determination.</p>	
Other Requirements	<p>Undertake the Academy's Induction Programme.</p> <p>Participate in development and training opportunities.</p> <p>Be able to carry out all duties to a high standard.</p>	
Special Requirements	<p>Understand and comply with procedures and legislation relating to confidentiality and Data Protection.</p> <p>Willingness to travel as required.</p>	