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| N:\My Pictures\trust logo - text bottom.jpg | Data Manager: *Tudor Grange Academy Redditch**Grade 6**Point 18 – 22* |
| **Core Purpose** |
| Provision of clear, concise and accurate information to support the Academy and Trust Leaders in raising standards of student performance.Efficient and effective organisation of assessment, reporting and tracking systems at each academy, implementing standard TGAT practices at academy level Ensure completion of statutory data related processes for assigned academies |
| **Specific tasks** |
| Provision of academy level data management services, including:* Administration of statutory data returns (e.g. census, LA, connexions)
* Academy level implementation of standardised trust data procedures, to include data population of SEFs, SIPs, and DIPs
* Maintenance of academy MIS including
	+ Maintaining MIS records of current students, including addition of new students and removal of leavers, import and export of CTFs from Academy MIS and S2S national portal
	+ Manage the end of year process, including promotion of existing students, removal of leavers and addition of new students
	+ Timetable maintenance, preparing academic calendar in MIS including registers, set lists
	+ Administration of parent portal
* Coordination of attainment data collection and reporting to internal and external stakeholders (e.g. academy staff, parent, trust), including
	+ Collection, collation, analysis and distribution of student targets and outcomes (both teacher assessments and external assessments)
	+ Preparation of results analysis following release of A-Level and GCSE results during August
* Production of performance data, mostly within standardised trust formats but occasionally for ad hoc requests from Principal/data lead
* Maintenance of transfers of data between Bromcom and other systems
* Meeting training needs of academy staff, including working with academy Support Staff involved with data to ensure efficient systems and solve problems
* Oversee the data collection for tracking of attendance and behavior data
* Under guidance from the Trust COO and EDM&A, provide expertise on Data Protection to academy staff and support, including preparation of Freedom of Information and Subject Access Requests as received.
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| **Generic Responsibilities** |
| To undertake any reasonable duties as requested by the Principal Executive Data Manager and AnalystA positive attitude and commitment to continuous improvementA positive commitment to team working and participationExcellent communication skills |
| Line Manager | Executive Data Manager and Analyst |

Person Specification

Essentials:

1. Attention to detail, places importance on accuracy of information
2. Experience of data management and highly numerate, evidenced through either educational background or relevant workplace experience
3. Strong, pro-active communication skills, both written and verbal
4. Ability to work independently and as part of a team, with the ability to build and maintain excellent professional relationship with colleagues
5. Able to work under pressure
6. Can maintain strict confidentiality
7. Extensive experience of Microsoft Office packages, especially Microsoft Excel
8. Flexible and positive outlook
9. GCSE English and maths at grade C or above or equivalent.
10. Satisfactory completion of all safeguarding checks

Desirables:

1. Experience of working in a school environment and using a school MIS, ideally Bromcom
2. Knowledge of education data requirements, especially performance data and statutory data returns