

SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

Position Title	Data Manager
Reporting to	Assistant Principal
Hours	37.5 hours per week for 40 weeks per year
Grade/Point Range	D8 to D12

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose:

- The Data and Information Manager will work alongside staff in school, and across DMAT, and other agencies and organisations, to promote the highest standards of effective management — and use — of data. Given the breadth, wealth, and disparity of data in use in schools, the Data and Information Manager will set and promote the highest standards of administrative efficiency to support the assurance of excellent, simple to use systems and clear processes for all staff.
- The Data and Information Manager will ensure that relevant data is used effectively by stakeholders to set and maintain the highest expectations and standards of performance, posing and answering questions about standards of attainment, trends over time, progress made by individual students, etc.
- Attention to detail, a high level of accuracy and the ability to work independently are required. The Data and Information Manager will thus demonstrate the drive and initiative to work in an independent and flexible manner where management of workload and personal organisation will be vital skills.
- The Data and Information Manager will help the College community in its drive to performance targets set by the College Senior Leadership Team and DMAT, so that an equitable distribution of the highest educational outcomes across student groups is established and sustained.

The Data and Information Manager will thus:

- Exhibit high standards of administrative efficiency.
- Promote and nurture a strong College culture where data is used authentically, in the service of improvement, to support students in achieving their full academic potential.
- Form and foster strong working relationships with staff.

Main Duties and Responsibilities:

- Co-ordinate, administer and maintain the efficient running of the School's Management Information system (Arbor), and other school-used software / apps such as School Gateway, School Cloud, etc.
- Work alongside and support the school Timetabler and senior leader(s) responsible for curriculum planning, alongside colleagues from other agencies and organisations (such as Arbor, Timetabler, etc.), in distributing and maintaining the school Timetable over the course of each academic year.
- Gather and collate relevant and rigorous data from a range of sources that school leaders and teachers can turn into evidence to help the College build a rich, evaluative picture of a school development or performance / progress related issue.
- Keep effective and informed use of data a high-profile element of the College's collegiate work.

- Support staff in the fulfilment of their roles in regard to the collection, recording, and/or provision of relevant data, e.g., supporting the Attendance Officer when managing admissions to school, supporting teachers when recording assessment data, etc.
- Make recommendations to inform decision-making and improve student performance specifically focusing on producing data, reports and analysis for attainment and progress, behaviour and attendance, self-evaluation and staff appraisal and professional development.
- In liaison with the Senior Leader(s) responsible for Curriculum, Timetable and Data, assist with updates of the academic timetables throughout the year for example, Year 6 to 7 transition, option cycles, staff and student changes, room changes, etc.
- Create, Manage, and support the input of data and record keeping of staff and student data through the provision of custom reports and fields in the Management Information System.
- Manage the annual rollover process.
- Set up the registration cycles at the beginning of each academic year.
- Manage the production of statutory returns to the DfE, as well as requirements for other organisations and agencies.
- Support data analysis and reporting to other departments.
- Produce reports using assessment data to assist Leadership Teams and teaching staff to track student progress (input where necessary; organisation; reporting to interested parties; help ensure data is entered on time and completed by teachers).
- Upload reports to parents and carers.
- Produce reports for the Academic team to facilitate a full analysis of the results of report grades and public examinations.
- Ad hoc requests for data and/or analysis.
- Design and set up report cycle templates for data collection and analysis of data in addition to creating templates for each reporting session.
- Set up complex formulae for analysing student performance and confidential staff curriculum targets.
- Liaise with FFT, NFER, etc., as required:
- Import FFT and GL Assessment data into the school's Management Information System.
- Develop and maintain target data from GL Assessments, FFT, etc.
- Submit returns as require.
- Support the administration of events such as Parents' Evening.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

Person Specification:

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications and Learning	<ul style="list-style-type: none"> 5 GCSEs at grade C/4 and above, or equivalent; Including English & Maths 	
Experience	<ul style="list-style-type: none"> Good understanding of IT systems including Email, Spreadsheets and Word Processing Use of a school MIS 	<ul style="list-style-type: none"> Knowledge of working databases Office based experience Experience of working in school setting Working with Microsoft Office applications. Operating and leading on a school MIS Understanding of school data systems Using FFT and SISRA
Skills	<ul style="list-style-type: none"> Ability to communicate effectively, verbally and in writing Excellent grammatical, spelling and punctuation skills. Ability to manage time effectively Ability to work on own initiative and to meet deadlines Ability to work effectively as part of a team and work collaboratively Strong organisational and planning skills 	<ul style="list-style-type: none"> Ability to solve problems and find creative solutions
Personal Qualities	<ul style="list-style-type: none"> Calm under pressure with a flexible and adaptive and highly professional approach to their work Reliable and trustworthy Embodies the Trust's vision and values "Can do" attitude Friendly persona Awareness to and commitment to equality Displays understanding & commitment to the protection and safeguarding of children and young people 	<ul style="list-style-type: none"> Committed to personal and professional development.

Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....