

Wymondham High Academy
Job Description

Name:	Dawn Marsh
Job Title:	Data Manager
Salary range / job grade:	NJC SCP 12-17
Responsible to:	Senior Operations Manager
Responsible for:	The school's development and use of their Management Information Systems (MIS), including Bromcom, Parentmail, 4matrix, to support school improvement and data systems. Overall responsibility for Data Administration through the line management of the Data Administrator.
Effective Date:	

Role and Context	
General Duties and Responsibilities:	<ul style="list-style-type: none"> • To lead, use, ensure accuracy and completeness of the academy data on the MIS and student databases. • To be responsible for the academy's census returns for both Staff and Students, ensuring accurate records are maintained and reporting as required to the Department for Education. • To work closely with Head of departments, and Senior Leadership Team to produce accurate data to inform parents, staff, Governors, and external parties. • To establish, maintain and develop the MIS and pupil data systems to ensure accurate data, reports and information is shared with all appropriate stakeholders • To establish, maintain and develop each of the MIS modules ensuring parents and staff have access to the functionalities they each require • To update, maintain and develop all databases and MIS used in the Academy, including the updating staff and pupil data, teaching groups, timetables, and other student's information. • • To work with Senior Leadership Team to develop and deliver efficient methods of recording and delivering data. • To develop and deliver appropriate staff training in conjunction with the SLT to provide staff training on the input and use of data. • To ensure all deadlines are met within agreed timescales. • To use MIS for the effective production and collation of school reports, to allow reports and statistics to be produced from the system in an agreed format • To assist the options coordinator, to offer choices to students at Key Stage 4 regarding selection of subjects. • Work with the Trust to ensure data uploads are completed in a format that allow for trust wide analysis • Liaise with external agencies. • To produce termly reports to all parents for all pupils within the school and disseminate key data to stakeholders within the school • To deal pleasantly and efficiently with enquiries from parents, students, staff, and members of the community. <p>Managing People</p> <ul style="list-style-type: none"> • Line Management responsibility of the Data Administrator & Data/Educational Visits Administrator.

	<ul style="list-style-type: none"> • Ensure that staff support and uphold the school's aims and policies • Assist in the recruitment and selection of relevant support staff • Engage in line management responsibility for the team, ensuring appropriate management meetings are held in accordance with Trust policies, e.g. attendance management, appraisal, conduct etc. • Develop departmental teams to enhance performance to reflect the school's commitment to high achievement • Create, maintain and enhance effective relationships • Plan, delegate and evaluate the work carried out by the team and individuals
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<p>General Duties:</p>	<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. • To be a trained fire marshal • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme
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<p>General Information and review:</p> <ul style="list-style-type: none"> • The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. • All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. • Post holders 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. 	
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Signature:

Date: