Job Outline
Data Manager

Responsible to: SLT Line Manager
Salary Grade: Scale 8
Full time/Part time: Full time

Job Purpose
To manage the data systems across the school to ensure that data is up to date, accurate, accessible and well-presented for SLT and other stakeholders.

Core Requirements
In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:
- Inspire trust and confidence in students and colleagues.
- Provide basic absence cover as required for the IT Service Manager
- Use the performance management process to enhance personal professional practice in
- line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- A commitment to safeguarding.

Key Responsibilities
- To be responsible for maintaining the timetable throughout the academic year, including staff and room changes, including student set changes.
- To liaise with the relevant school leader with the construction of the Year 9 Options process and building of option blocks.
- To publish the school timetable at least one week before the end of the summer term.
- To manage the school's commitments for the reporting of data to the local authority, Department for Education and other agencies making sure that our commitments are met and that data transferred is accurate and reliable.
- To manage the preparation of marksheets for collecting assessment data in line with the
- school's target setting and assessment policy, ensuring that targets are generated for individual students for all subjects, and that assessment reports for parents are produced within published deadlines.
- To work with the senior leaders responsible for data in managing the school's assessment data and associated data packages (Arbor, SMID, Edval) to provide accurate assessment data which supports and informs intervention and analysis.
- To produce agreed data sheets of Pre-public exam and Public exam analysis for agreed KPIs and other performance data.
- To liaise with the school network manager to ensure that any errors on the school's MIS systems are reported and resolved as soon as possible without risk of data integrity being jeopardised.
- To maintain the school management system (Arbor), offering support and training for teachers and support staff.
- To provide support for teaching and support staff in the use of the school's MIS systems and other relevant data packages in order to ensure accuracy and confidence in use.
- To liaise with HR and administer access rights for Arbor.
- To operate at all times within the stated policies and practices of the school.
- To engage with own professional development to respond to changing requirements of the role and school systems.
- To deal with enquiries from staff, students and parents both over the telephone and in person and provide support with the school's MIS system.

- To comply with Data Protection and GDPR requirements and implement these effectively throughout all aspects of the role, offering advice to staff when necessary.
- To update and maintain the school website with School and Trust policies and other information.

<u>Safeguarding</u>

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promotes safeguarding and safer working practice across our schools.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.