

## Job Description

<b>Post Title:</b>	<b>Data Manager</b>
<b>Location:</b>	<b>John Port Spencer Academy</b>
<b>Salary/Pay Range:</b>	<b>NJC 23-27</b>
<b>Hours of work:</b>	<b>37 hours per week, 42 weeks per year (Term Time, incl inset days plus 3 weeks)</b>
<b>Reporting to:</b>	<b>Assistant Principal – Progress</b>

### Purpose of Role

- To manage all planning and administration related to Assessment and Achievement Data.

### Main Duties and Responsibilities

- To be responsible for the continuous development of the school's Management Information System (MIS) in order to ensure the effective use of data within the school.
- To be responsible for managing information related to all school assessments, in consultation with the Senior Leadership Team.
- To be responsible for the maintenance of accurate and up-to-date data relating to students on the main school database.
- To work with the Examinations Officer for the processing of exam results and to produce statistics for internal monitoring purposes and for publication to parents as required by the Government, the Governors, the Trust, Local Authority and the Department for Education.
- To organise the administration of the School's PLASC, LA and DFES data returns as well as performance checking.
- To collect, collate and effectively disseminate data that tracks a student's progress throughout the school (SISRA/FFT/Oxford etc).
- To be responsible for the analysis of student data relating to examinations, behaviour, attendance, timetabling, options, rewards and exclusions.
- To be responsible for the setting up of the new academic year and the transfer of the timetable so that all day to day administration is effective.
- To advise and recommend on the effective use of the school MIS.
- To develop effective methods of sharing relevant data with teachers, students and students' parents and carers.
- To oversee the data transfer of all new student admissions.
- To co-ordinate information on the school's MIS to ensure that all statutory returns are completed accurately and efficiently.
- To liaise with service providers to ensure that the MIS system meets the school's needs.
- To work with the Senior Leadership Team to take on specific areas of responsibility in the production of the school and homework timetables.
- To assist with development and support of colleagues in the use of the MIS and other relevant software packages.
- To liaise with Trust schools to share best practice.

**Operational/Strategic Planning Projects, including:**

- To develop our use of target setting and accessibility to all staff.
- To develop our reporting styles and mechanisms.
- To develop the use of MIS systems (eg Arbor) and PowerBi

**Other Specific Duties**

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level not specified in the job description.

**General**

- **Flexible working during the school holiday periods is granted with the exception of Results Download days, Exam result weeks for GCSE and Post 16 and any other key dates in negotiation with Line Manager and Principal.**
- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

## Person Specification

	Essential	Desirable	Evidenced by A,I,T
<b>Qualifications and experience</b>			
Good standard of education especially with regard to literacy and numeracy skills.	√		A
GCSE Maths and English grade C (4 or above) or equivalent	√		A
Good A level passes, higher degree or further education		√	A
Previous experience in an educational environment	√		A, I
NVQ Level 3 or 4 in Administration or similar IT qualification		√	A
Evidence of additional recent and continuing professional development		√	A, I
<b>Knowledge and skills</b>			
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems	√		A, I, T
Knowledge of School Management Information Systems	√		A, I
Ability to work calmly under pressure	√		I
Ability to communicate clearly orally and in writing	√		I, T
Ability to work collaboratively with others	√		I
Ability to work within school based systems and specified timelines	√		A, I
Working knowledge of a range of administration procedures	√		A, I
Knowledge of relevant codes of practice	√		A, I
Ability to work on own initiative	√		A, I
<b>Personal qualities</b>			
Excellent interpersonal skills with the ability to maintain strict confidentiality	√		A, I
A diplomatic and patient approach	√		I
Track record of being flexible and hard working	√		A, I
Initiative and ability to prioritise own work and that of others to meet deadlines	√		A, I
Efficient and meticulous in organisation	√		I
Able to follow direction and work in collaboration with the leadership team	√		I
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	√		A, I
Initiative and ability to prioritise own work and that of others to meet deadlines	√		A, I
Ability to evaluate own development needs and those of others and to address them	√		A, I
Demonstrates regular attendance at work	√		A, I
Commitment to the highest standards of child protection and safeguarding	√		I
Recognition of the importance of personal responsibility for health and safety	√		I
Commitment to the Trust's ethos, aims and whole community.	√		I