 **Children and Adult Services**

**JOB DESCRIPTION**

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| Post details |

**Job Title: Data Manager**

**Pay Grade: SO2 (Point 26 – 28)**

**Working Hours: 36 hrs per week, 5 days per week.**

**Term Time plus 2 weeks (41 weeks per year)**

**Division/Section: Woodbridge Park Education Service**

**Line Manager: Member of SLT**

### Main Purpose of the Job

* To lead on all aspects of the performance data process including target setting and data analysis to inform teaching & learning and ensure that our learners achieve the best that they can.
* To lead on the strategy around how data is used, gathered, analysed and disseminated.
* To carry out analysis of data and prepare reports for senior staff.

### Supervisory responsibility for staff

* To line manage the Data Clerk.
* To assist in work familiarisation of new members of staff, apprentices and volunteers.

**Key Responsibilities and Tasks**

1. Overseeing the pupil database, ensuring that it is accurate on a daily and weekly basis so that the Leadership Team, teaching staff and other pupil data users have access to accurate and up to date information; consult parents regularly for updated data.
2. To act as a point of contact and provide day-to-day operational support to users of pupil-related modules including:
3. Training new users and supporting them with operational queries.
4. Encouraging and supporting practitioners to use the database suite as the preferred solution for recording practice, where appropriate, rather than separate unlinked systems.
5. To maintain an understanding of the requirements of the academic databases and liaise with senior managers to contribute to system developments to meet changing needs.
6. In conjunction with colleagues to manage the relationship with any external data providers, to ensure that technical issues and the importing of data are handled effectively including:

* Identifying school requirements.
* Developing effective links with the Local Authority.

1. Manage the development and production of reporting from the database suite including:

* The development and maintenance of an effective report request process.

1. To communicate via all appropriate means including manuals, documentation and training to ensure that the MIS is easy to use, well used and meets staff needs.
2. Develop and maintain a system of reports available including those for statutory and local data returns.
3. Ensure all related reporting requirements are properly defined, authorised and carried through to implementation, using the appropriate reporting tool.
4. To contribute to the support of other information systems for storing, validating, retrieving,

manipulating and analysing data.

1. To work closely with colleagues to ensure the successful integration or exchange of data between systems, where appropriate, such as:

* Pupil data between schools and the authority.
* In conjunction with colleagues, support systems for exchanging data.
* Pupil contextual and attainment collected and held in other systems.
* Data held by other agencies where data sets have been defined and data sharing

agreements have been agreed.

1. To develop data quality processes and implement protocols to ensure that data held is reliable and robust including:

* Implementing user protocols especially around ownership of data.
* Liaising with other school administrative staff to resolve data errors identified in the main

system to drive data quality at source.

* Developing exception reports to identify data quality issues.

1. To make routine changes to the school timetable so that it remains up-to-date and an accurate document for both pupils and staff.
2. Ensure that the Pupil Level Census is completed as required.

**Maintenance of Pupil Databases**

1. Maintain the central pupil database so that it represents an accurate record or all pupils currently on roll and those that have been on roll.
2. Contribute to the development of information sharing between the different pupil database systems to meet the needs of the school.
3. Manage the day-to-day operation and maintenance of central pupil tracking systems including

attendance data.

1. Support the school in developing ICT systems to support effective pupil progress tracking.
2. Undertake statistical analysis of pupil progress and other school data.
3. Develop and manage analytical reporting for the school management team.
4. Provide guidance and technical support to staff across the school in tracking individual pupil

progress.

1. Co-ordinate and lead the development of the databases through liaison with the software providers, school management and local authority colleagues to ensure systems meet the needs of the school.

**Pupil Assessment and Data Analysis:**

1. To understand and apply quantitative and qualitative statistical methodologies, extracting and

manipulating data from databases for analysis and reporting purposes.

1. To carry out performance analysis of data and information to support the Senior Leadership Team and senior school managers to identify the key strengths and areas for development.
2. To provide advice and guidance to school leadership and other staff on using and interpreting

statistical information, where required, including presentations and training sessions as required.

1. To manage the day-to-day operation of the current pupil tracking database ensuring effective and efficient operation including the following key system maintenance functions:

* User access and security
* Importing data from school management systems and from teaching staff
* Report production

1. To set up and manage procedures for the transfer of data into SIMs Assessment Manager to enable continuity in pupil tracking by:

* Importing appropriate SIMs templates, aspects and grade sets
* The creation of new school-based templates etc. for internal use
* The creation and management of subject-specific mark sheets, templates etc.

**Links with data in National Systems:**

1. In conjunction with other team members utilise emergent web-based technology to disseminate data reports effectively and respond to internal and external data enquiries.

**General:**

1. Comply with statutory Data Protection and Freedom of Information requirements, and implement good practice in data handling processes.
2. Comply with Health and Safety legislation and policies and Equal Opportunities policies.
3. To be aware of and comply with policies and procedures of the school including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
4. To contribute to the review of the school policies as appropriate.
5. To attend relevant meetings and participate in training opportunities and performance development as required for the effective delivery of the role.
6. To undertake, within reasonable parameters, other duties and responsibilities as required from time to time commensurate with the grade and seniority of the post.
7. To undertake any other broadly analogous duties or other reasonable duties as directed by the Headteacher.
8. To undertake a commitment to continuing opportunities for further professional development.

N.B. Succession planning is implemented within the school and therefore support posts may vary or rotate periodically and temporary redeployment to another post may be necessary, for example during restructuring or whilst vacancies are being filled.

##### Responsibility for resources

Responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

**School Standards**

**Equal Opportunities**

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

**Health and Safety**

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

**Confidentiality, Data Protection**

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals’ personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have. All staff must comply with policies regulating the proper use of computers, email and the internet.

**Safeguarding / Child Protection**

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It expects all staff to familiarise themselves with and adhere to the ‘Code of Professional Conduct’ and all safeguarding and child protection guidance, policies & procedures. The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

**Signatures – Post Holder and Line Manager**

We have reviewed the contents of this job description to ensure understanding of what is required in this post.

Signed………………………………………………… Dated:……………………………….

*Post Holder*

Signed*…………………………………………………* Dated:………………………………

*Line Manager*

*The duties of this post may change and develop over time. SLT will review this document periodically with the post holder (normally annually in the week allocated for Performance Management) and propose amendments for consideration by the Headteacher when necessary. Any changes need to be authorised by the Headteacher.*

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JAN 2025