

Job description

Job title:	Senior Data Manager
Responsible to:	Assistant Principal
Responsible for:	NA
Location:	Lift Greensward
Hours of work:	37 hours per week, term time + inset days
Salary:	SCP

Overview of the role:

The role of the Data Manager is crucial in ensuring data is collected and used effectively to set school-wide priorities, providing timely and precise data analysis, supporting behaviour and attendance management. The role includes leading the timely collection, analysis, presentation, and consistent management of data through the Management Information System (MIS), including statutory returns. The role will form a key relationship with the central Systems & Data Team to support central data collections and quality control.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:

Data & System Management

- Ensure availability and analysis of accurate and meaningful data to facilitate effective teaching and learning, behaviour and improved outcomes.
- Establish, manage and develop information and data systems.
- Take overall responsibility for the management of MIS and third party connections.
- Systems management of assessment and reporting tools including centrally procured systems.
- Provide support to other departments in the setup and maintenance of other systems within the context of the trust system strategy.
- Keep abreast of changes in the technology market and have an awareness of changes to market leaders.

Reporting & Analysis

- Provide data for analysis of assessment outcomes and development of improvement strategies.
- Oversee reporting to parents/carers and use data to identify and monitor target and intervention groups.
- Identify patterns and trends and assist in formulating strategies for improvement, including specific cohorts, such as disadvantaged, SEND and LAC.
- Manage the collection, quality assurance and submission of all statutory returns including School Census, Workforce Census and Performance Tables Checking.
- Work with the central Systems & Data Team to ensure any centralised data collection deadlines are met.

Working with the Exams Officer

- Liaise with the Exams Officer in respect of scheduling internal examinations.

- Support the Exams Officer on exam results days in downloading, importing and quality assuring exam results data. Liaise with the central Systems & Data Team to quality assure and verify results analysis.

Record Management

- Administer the timetable in MIS, making in-year changes as required.
- Develop the academy's procedures for student transfers and manage electronic administration.
- Undertake electronic administration associated with the Year 7 intake and student transfers, in conjunction with parents, other schools and the LA, including collation of information and investigation/resolution of queries.
- Undertake year-end routines relating to leavers, to ensure that student records are maintained and updated.

Data Quality and Statutory reporting

- Manage the processes and collection and quality control around all data held in the school's management information system (MIS) with a particular focus on data required for statutory returns.
- Ensure rigorous processes are in place for collecting and quality assuring data which impacts on school funding such as pupil's first language, free school meal eligibility and Post-16 learning aims where applicable.
- Assist the central Systems & Data Team with internal data quality audits and manage the collection of data and evidence for any external audit.
- Take on responsibility for the new intake, collect pupil records, and forward records to schools for leavers (CTF's).
- Liaise with Local Authority on virtual schools and any other local data returns.

Compliance

- Ensure the academy's data management systems respond to national and local developments.
- Ensure the academy's reporting systems and procedures comply with statutory requirements and best practice.
- Ensure compliance with the Data Protection Act and Freedom of Information Act, including systems for retention of data and the provision of guidance to staff.

Staff Training and Support

- Liaise with the Systems and Data team to support Trust projects / implementations / collaboration.
- Ensure staff understand the data provided and are equipped and empowered to use it effectively.
- Provide bespoke staff training on use of MIS and data analysis and interpretation through relevant software.
- Work alongside the Senior Leader responsible for assessment to ensure effective use of assessment.
- Assist senior leaders in setting whole academy targets and using data in evaluation of teaching and learning.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.

4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others and to appropriately report hazards, illnesses or injuries in accordance with our Health & Safety Policy.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, Equity, Diversity and Inclusion:

At Lift Schools, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

Person specification

Qualifications and experience

Essential

- L2 qualifications - GCSE Maths and English (Grade 4) or equivalent.
- L3 qualifications - A levels or equivalent.

Desirable

- Degree relating to Statistics, IT, Maths or a Higher Education Degree in Data Analysis.
- Training in the use of relevant MIS modules at administrator level.
- Supervisory or management experience.
- Experience in timetabling.
- Experience of complex data analysis.
- Background in education.

Knowledge and skills

Essential

- Excellent IT skills, particularly with use of spreadsheets and formulas.
- High standard of literacy and numeracy.
- Excellent organisational skills.
- Knowledge of the education sector.
- Knowledge of Arbor or equivalent MIS.
- Ability to analyse complex data and use it to inform strategic planning and decision making.
- High levels of attention to detail, with the ability to spot errors and inaccuracies.

Desirable

- IT literacy with Google Workspace.
- Knowledge of assessment procedures at KS3/4/5.
- Understanding of public examination requirements.
- Knowledge of school timetabling issues.
- Ability to compile statistical information.
- Ability to present data in a meaningful way to a variety of audiences.
- Understanding of school admission procedures.

Leadership skills	
Essential <ul style="list-style-type: none"> • 	Desirable <ul style="list-style-type: none"> • Able to train and develop staff.
Personal attributes and behaviours	
Essential <ul style="list-style-type: none"> • Ability to work independently, effectively manage time and own workload to deadlines. • Flexibility to be able to handle unexpected requests for reports or data. • Resilience to manage complex data issues with professionalism. • Ability to manage confidential information sensitively. 	Desirable <ul style="list-style-type: none"> • Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are: <ul style="list-style-type: none"> ○ Share ideas early, often and honestly ○ Embrace constructive disagreement ○ Value ideas, not ego ○ Be curious and open to new ideas ○ Focus on facts and reason
Special requirements	
<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check. • Right to work in the UK. • Evidence of a commitment to promoting the welfare and safeguarding of children and young people. • Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services. 	