



PLATANOS COLLEGE

Job Description

JOB TITLE: Data Manager

PURPOSE OF JOB:

- To oversee data management and data analysis at the school and trust level. To manage and utilise a range of data to drive standards and pupil progress.
- work closely with the Data Manager in our continued drive to use data to raise standards. To assist in maintaining the pupil assessment and reporting systems, data records, produce pupil data and reports and provide support to staff in using data software.

MAIN ACTIVITIES & RESPONSIBILITIES:

- Manage, develop and maintain relevant data at the school and trust level.
- Analysis of data to raise standards and drive pupil progress at the school and trust level.
- Maintain and manage any other relevant school or trust data or database as directed, such as statutory data returns.
- Collaborate with relevant staff in relation to pupil data and progress.
- Contribute to reviews and assessment of pupils within deadlines.
- Manage and liaise with external agencies and professionals related to school or statistical data, national data and returns where necessary.
- Manage, lead or devise innovative systems in order to improve data processes.
- Attend meetings where appropriate.
- To undertake any other administrative tasks related to the post.
- Committed to raising pupils' attainment.
- Complete any other duties at the reasonable request of the line manager.
- To undergo any training required in order to perform duties effectively.
- To maintain good general knowledge of the schools' systems in order to carry out duties effectively.
- To maintain strict confidentiality with all work where necessary with due regards to data protection.
- To have due regard for health and safety and safeguarding and promoting the welfare of children and young people and to follow all associated safeguarding and child protection policies at the school.
- To take responsibility, appropriate to the post, for tackling all forms of discrimination and promoting equal opportunities and good community relations.
- To work in accordance with all whole school policies and procedures.
- Committed to the trust's mission statement and ethos.

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the employer in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants must undergo an enhanced DBS check and checked against the DBS Barred List. Offer of employment is always subject to the receipt of satisfactory references as according to our Safer Recruitment Policy.



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Person Specification

JOB TITLE: Data Manager

A. Skills, experience and personal qualities

Proven experience relevant to the post.	Essential
Excellent numeracy and literacy skills.	Essential
Proven experience of working collaboratively as part of a high impact and successful team.	Essential
Ability to word process and present documents to a high standard.	Essential
Excellent IT skills. Comprehensive and advanced understanding on the use of software packages, complex data systems and other relevant packages (e.g. excellent knowledge in Microsoft Excel is a must).	Essential
Knowledge on the use of the SIMS database and similar data management systems.	Essential
Ability to understand, learn quickly and work with complex data systems, and proactively refine or develop innovative ways to use data.	Essential
Excellent understanding of the use of data in the education sector at the school and trust level and ability to coordinate the use of the data on a school-wide and trust-wide basis.	Essential
Excellent communication skills both orally and in writing.	Essential
Excellent interpersonal skills including the ability to handle situations with tact and sensitivity.	Essential
Excellent organisational skills. Ability to manage and prioritise workload and respond effectively to working under high pressure and to tight deadlines.	Essential
Attention to detail and accuracy.	Essential
Ability to assimilate information readily and speedily.	Essential
A strong commitment to continuing professional development including learning new skills and IT programmes.	Essential
Ability to find creative and innovative solutions to working more efficiently and effectively.	Essential
Ability to work independently with own initiative on various ongoing projects.	Essential
Ability to work flexibly and adapt to different projects.	Essential
Ability to ensure that confidentiality and professional discretion is maintained at all times.	Essential
Excellent attendance and punctuality.	Essential
Professional working ethic. Commitment to high standards.	Essential
Awareness of current developments.	Desirable

B. Qualifications and knowledge

Recognised degree or equivalent.	Essential
Qualified Teacher Status.	Essential
Qualification(s), skills or knowledge relevant to the post.	Essential
A-level or equivalent qualifications.	Essential
At least 5 GCSEs or equivalent including English and maths.	Essential
Relevant and up-to-date professional development.	Desirable
Understanding of the national curriculum and the education sector.	Essential
Understanding of child development and learning.	Desirable

C. Safeguarding

Display commitment to safeguarding and promoting the welfare of children and young people.	Essential
Adherence to all policies and procedures.	Essential

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