JOB DESCRIPTION: Data Manager
Salary Scale: 30,000 – 37,000 (depending on experience)

PURPOSE:

In liaison with the School's Senior Leadership Team provide assistance and support in strategic management of whole school ICT and provide efficient and effective organisation of the school's assessment, reporting, recording and tracking systems.

REPORTING TO: Associate Principal, Strategic Business Manager
DISCLOSURE LEVEL: Enhanced
WORKING TIME: 37 hours per week; 52 weeks per year
Leave entitlement is according to LA policy

MAIN DUTIES AND RESPONSIBILITIES:

Management of all aspects of Arbor System
- Set up and maintain the behaviour management procedures and records, accomplishments, certificates and associated reports
- Prepare and publish Arbor user guides/ reports
- Manage system permissions, issuing passwords and ensuring all staff have correct access to the information management system
- Co-ordination and completion of the school census and other statistical government returns
- Develop the use of Arbor Assessment Manager, Profiles and Behaviour Modules and support staff in their day to day use of the system
- Provide staff training and literature specific to the school's use of Arbor
- Create and maintain the assessment database and ensure that assessment data held on pupils is accurate and complete
- Analyse the data held in Arbor and produce reports on progress, effort and behaviour on individual pupils and cohorts of pupils at times set out in the assessment calendar
- Set up and manage systems for tracking the progress of pupils at each key stage
- Set up and maintain subject specific mark sheets in line with school policy.
- Manage the production of annual reports and interim reports on the progress of all the pupils in the school
- Provide base data for external projects and providers
- Import target setting data from FFT, and import CTF files
- Disseminate reports and analyse data accordingly
- Produce annual target setting returns for the LA. Manage the Key Stage 1 and 2 Data Collection process
- Ensure all new starters have CTF files and data is imported from previous setting
- Organise internal and external examinations, organise examinations rooms, produce bespoke seating plans and timetables in Examination Organiser module
- Explore and develop other software applications to facilitate school operations
- Liaise with Arbor to further improve the MIS and the schools use of it
- Support and improve the use of Arbor by staff generally.

Timetable

- Support the school's timetabler in the development and production of the school timetable
- Prepare a new academic year calendar in Arbor
- Promote students into the new year structure incrementing their curriculum years
- Ensure and manage the smooth transition from one academic year to the next with all sections of Arbor
- Set up and maintain registration groups, allocate student memberships, tutors and Houses
- Update and apply periodic and casual changes to courses, teachers and rooms
- Ensure the smooth transfer of data between schools
- Responsible for managing entry into Arbor

Managed Learning Environment & Strategic Development of ICT

- To develop a strategic plan of how to improve the website, how to develop the content and how to ensure this remains organised and up to date on an ongoing basis
- Manage the school's website in liaison with relevant staff

Other responsibilities

- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
- To participate in the school's performance management scheme, ensuring that performance standards and targets are set and met within the agreed timescale
- To be the named officer for Data Protection and ensure compliance with data protection laws and safeguarding procedures
- Liaise with designated SLT member responsible for examinations, curriculum and assessment
- To line manage staff as directed by the Associate Principal
- To undertake all reasonable any other duties as directed

Person Specification- Data manager

	Essential	Desirable
Qualifications	Educated to at least A level or equivalent or have relevant vocational experience (F) Relevant qualification in ICT/business administration • Analytical skills	Vocational qualifications relating to software systems (F) Evidence of continuing professional development (F) Formal further education qualification and /or degree in relevant discipline (desirable)
Experience	Experience of working in a data management • Experience of managing and developing data systems, such	Working in an educational environment. (F/I) Experience of web development. (F/I/R)

	as SIMS or Arbor • Experience of producing accurate data for reporting and assessment (desirable) • Experience of forming and maintaining network relationships • Information gathering and analysis • (F/I/R)	
Skills	Excellent IT skills. (F/I/R) Ability to focus on detail and accuracy when compiling reports. (F/I) Excellent communication skills (F/I/R) Excellent organisational and planning skills including the ability to be flexible in order to achieve targets. (I) Ability to work to deadlines. (I/R) Ability to form good working relationships with colleagues and external clients. (I/R) Enthusiastic, innovative and forward-looking. (F/I)	Excellent leadership skills. (I) Ability to work with and lead a diverse team of staff. (F/I) Sense of humour. (I) • Knowledge of school timetable • Knowledge of statutory data reporting requirements such as school census • Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and to influence others through persuasion/ discussion

Evidence assessed from: Application form (F): Interview (I): References (R)