



MANOR

MULTI ACADEMY TRUST

MANOR PRIMARY SCHOOL

JOB DESCRIPTION

Job Title: Data & Information Manager

Grade: 6 (£27,668 - £31,601)

37 hours per week, 52 weeks a year.

Responsibilities

1. Supporting the operational use of the data and take responsibility for the input of data across the Trust and subsequent analysis to help identify key trends and priority areas which will facilitate the raising of standards and performance across the school.
2. Review and analysis of management information and complex data to identify key information to inform future practice.
3. Supporting the effective and efficient collection of data across the MAT in a timely manner and ensuring its accurate input using the resources available.
4. Ensure all recommendations and practices in respect to data management across the schools' are effective, clearly focused and reflect the schools', statutory guidelines within the framework of best practice.
5. Provide key data to the Management Leadership Team and teaching staff to ensure they are equipped with accurate and timely information to inform and drive improvements in standards of performance.

6. To support the effective use of management information systems throughout the Trust to promote improved standards of performance by supporting and training stakeholders (i.e. Teaching and Support staff) in key area's.
7. Maintains and co-ordinates all student assessment data ensuring their accuracy in order to inform pupil progress and support teaching and learning.
8. Manages the effective analysis of data and systems to support the Senior Leadership Team.
9. Provides detailed, comprehensive and understandable verbal and written reports/analysis of data trends and complex data as required to advise and assist Senior Leadership Team in reporting to Governors and Ofsted in target setting and analysis of school performance.
10. Prepare data analysis by key stage, year group, teaching groups and other bespoke groups, accounting for different groups of learners, i.e. SEN, Free School meals, LAC etc in an understandable format.
11. Promote and develop the effective use of MIS within the school, as a data management tool to monitor pupil progress ensuring the required data and subsequent analysis can be input/extracted effectively.
12. Keeping up to date with current guidance and good practice in relation to target setting, the effective use of data and statutory requirements.
13. Producing all pupil data required by the school for internal and external use.
14. Maintaining and developing the pupil data tracking system to enable teaching staff and others to monitor pupil progress across key stages and set challenging targets.
15. To support the school office administration team on occasion and at peak times of the school day.
16. To assist teachers with special data projects from time to time.
17. To promote and safeguard the welfare of children and young people that you may come into contact with.
18. To ensure all tasks are carried out with due regard to Health and Safety.
19. To undertake appropriate professional development.
20. To adhere to the ethos of the schools' within the Trust.
21. To ensure a consistent approach to assessment across the MAT using our building blocks system.
22. To advise and support the development of our building blocks assessment system.

Person Specification for Data & Information Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	NVQ Level 4 or equivalent or appropriate up to date training to similar level	Degree level - Statistics or mathematics
Work or relevant experience	<p>Experience of working in a school environment</p> <p>Experience of working with complex data and reporting information to staff</p> <p>Vast experience of working with and reporting off SIMS system</p> <p>Experience of preparing and presenting reports, both statistical and narrative, to interpret results and trends</p>	
Knowledge and understanding	<p>Ofsted data requirements and framework for data reporting</p> <p>Data protection legislation</p> <p>Confidentiality</p>	
Skills and abilities	<p>Effective use of ICT - advanced use of Excel and MS Office</p> <p>Excellent interpersonal skills</p>	

	<p>Good organisational skills</p> <p>Ability to cope with conflicting demands, deadlines and interruptions</p> <p>Ability to analyse data and produce a variety of presentation information</p> <p>Effective time management, organisational and analytical skills</p> <p>The ability to support colleagues</p> <p>The ability to work independently without supervision.</p>	
<p>Personal Qualities</p>	<p>Ability to relate well to adults and children</p> <p>Ability to work well as a part of a team</p> <p>Flexible and reliable</p> <p>Able to work on own initiative</p> <p>Able to deal with pressurised situations in a calm and caring way</p> <p>To be flexible, positive, dedicated and trustworthy</p>	