



GREENWOOD
ACADEMIES TRUST

**JOB SPECIFICATION
DATA MANAGER**

Reports To: Senior Deputy Principal

Why

What

- Support with minor changes to student and staff timetables with NOVA T.
- General admin duties, including reception and reprographics where required.

How

Context

[https://nottinghamacademy.sharepoint.com/sites/gwh_hr/shared documents/general/recruitment/job specifications/support/data manager/data manager job spec.docx](https://nottinghamacademy.sharepoint.com/sites/gwh_hr/shared%20documents/general/recruitment/job%20specifications/support/data%20manager/data%20manager%20job%20spec.docx)

		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel between sites and to other academies as necessary.
	Education, Qualifications and Experience (EQE)	<p>The successful applicant must have relevant management experience, have extensive relevant experience in the use of SIMS, understanding data analysis and research functions and be educated to at least GCSE standard in English and mathematics.</p> <p>A degree or HND and experience within the Education Sector is desirable.</p>	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.