

## **Data Manager**

### **Main Responsibilities**

- Be responsible for the management, security and development of the academy data and information systems.
- Manage and coordinate the use of ancillary and external systems including (but not limited to): Arbor; Timetabler; Sistra; Pupil Progress; ClassCharts; GL Assessment; FFT; MS Office 365.
- Work in collaboration with senior staff, to contribute to the continual development of data systems, for the accurate recording, presentation, analysis and reporting of:
  - assessment and progress data;
  - behaviour data;
  - attendance data.
- Work collaboratively with Trust colleagues and senior leaders to maximise the benefit of these systems in respect of all data.
- Ensure data returns to the Trust are completed in a timely manner.
- Support senior leaders and the examinations officer in the processing and distribution of examination results.
- Present examination and other assessment data to relevant stakeholders, including: Trust colleagues, senior leaders, heads of faculty, parents, and students.
- Have sole responsibility for the Analysis of the statutory statistical government returns such as the DfE Table Checking Exercise.
- Manage and deliver specialist training to staff.
- Manage the completion and return of the school census and learning aims.
- Work closely with senior leaders on curriculum set up and timetabling within Arbor, using Timetabler (or similar).
- Have a detailed understanding of DfE accountability measures for KS4 and KS5 including Attainment 8, Progress 8 and Value Added.
- Support and work with senior leaders to manage the options process.
- Contribute to the corporate life of the school through effective participation in meetings and provision of management systems.
- Work with senior leaders to facilitate the admissions process within the school management system for all new starters to the academy.
- Work with the Trust Data Protection Officer to ensure the academy complies with GDPR, ensuring the FOI (Freedom of Information) and SARs (Subject Access Requests) are appropriately administered and Data Sharing Agreements are in place with all relevant stakeholders.
- Any other tasks deemed necessary for the role including duties.