DATA & APPLICATION MANAGER - JOB DESCRIPTION

Job Title:	Data & Application Manager
Line Manager:	Head of ICT

Purpose of Job

- To be responsible for the management of the whole of the school's data, including that held for both academic and administrative purposes.
- To oversee the installation of data software programmes to support the school's operational systems and the requirements of academic staff.
- To be responsible for the effective dissemination of data to the whole school community, including parents and carers
- To quality assure the accuracy of all departments' data, and supporting them as required in the delivery of effective training
- To ensure that all school data, on all platforms is maintained to the highest standards, in line with GDPR regulations and safeguarding requirements
- To maintain a highly effective Management Information System (MIS) and to provide well-informed advice to the Senior Leadership Team on how to achieve the best use of this or other systems.

Duties and Responsibilities

Quality and integrity of all students and staff data

- Ensure that all data entered into the school's systems is up-to-date and entered in line with school procedures
- To be responsible for the migration of accurate data between the system and stakeholder portals
- To monitor and manage all data relating to the curriculum and assessment including internal examinations
- To identify gaps and inconsistencies in data and as appropriate liaise to rectify this at the earliest opportunity
- To support HR in the accurate maintenance of data pertaining to staff details

Data Analysis and Reporting

- To liaise with, brief and present to senior leaders, governors, departments and others, clear interpretations and analysis of student data against appropriate benchmarks and targets
- Analyse and present data to a wide range of audiences ensuring that it impacts upon the decision making and development of the school
- To be responsible for the timely and accurate reporting of student progress data to parents.
- To upload all data that comes into the school electronically e.g. CAT4 and the Global Scale of English

Effective data management policies and procedures

- Establish, maintain and review roles and procedures for data sharing, ensuring that it is closely aligned with GDPR compliance
- Support the effective administration of data cross the school by setting up appropriate levels of access for the various IT systems across the school
- Ensure systems and checks are in place to ensure that databases and archives are best protected from possible security breaches
- Monitor and analyse the school's information and data systems and evaluate their performance and where appropriate seek alternative ways to enhance or improve them

Advise, support and train others in the best use of IT systems

- To ensure that all staff has access to clear guidance manuals and /or tutorials so that they can confidently and consistently enter, monitor and analyse student data
- Facilitate IT systems training across the school for academic and non-academic staff
- Troubleshoot data related problems as required so that others can carry out their duties
- Support and liaise with all departments in how to make best and effective use of data systems and how to adhere to appropriate legal frameworks

Personal Specification

Qualifications

- Degree level qualification or equivalent
- Substantial professional development, relevant to the management and application of data

Experience

- Experience of working successfully with MIS systems, either in a business or school context.
- Experience of analysing, manipulating and interpreting data in order to support organisational wide monitoring, evaluation and decision-making.

Skills and knowledge

- Highly effective communicator to a range of audiences, with the ability to make the complex appear simple
- Highly organised with a good eye for detail
- Excellent ICT skills in order to support the management and analysis of information as well as the creation of bespoke reports.
- Highly skilled and proficient in the use of Excel and database systems
- To be an active listener and facilitate the work of others through the management of appropriate data solutions.
- Highly organised, have a good eye for detail
- Be highly analytical and draw attention of others to the most important matters

Personal qualities and behaviours

- Be highly motivated, ambitious, highly collaborative and also willing to take initiative

- Have high levels of honesty and integrity in all aspects of their role
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Be committed to producing quality work
- A positive and solution-focused attitude to working life

Other

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.