

The Langley Academy

Job Description

Data Manager

Salary/Grade

Negotiable dependent upon experience

Purpose of the job

To assist the Senior Leadership Team in managing the Academy Data

To support the Trust in developing their data systems

Reporting to

Academy Director of The Langley Academy (Line Manager), Head Teacher, Deputy Head Teachers responsible for primary school data

KEY FUNCTIONS

- To input and analyse management data and information in conjunction with the Senior Leadership Team for Curriculum & Assessment across the Trust

SPECIFIC RESPONSIBILITIES

The main responsibilities of the post are to:

- the position will be primarily based at the secondary school (The Langley Academy) but you may occasionally be required to work from one of the primary schools within the Trust
- to support the work of the Curriculum Assessment Manager and the Director of Curriculum and Assessment as required
- import and manually input student and staff data as required
- ensure Senior Leadership Team are supported and the production of reports to parents are produced termly
- produce regular summary reports to the Directorate
- produce marksheets
- support colleagues with data queries as required
- create termly 4Matrix series for staff from report data
- report to HoF/HoH information relating to incomplete reports in faculty
- export and format summary reports to our network for key groups of students
- manage and distribute a list of summary data for all students in the Academy on a termly basis in Key Stages 3 and 4 and supporting the 6th Form Team at KS5
- import CATs data and other files for SBC
- analyse public examination results in the required formats for the Leadership Team, Governing Body and ASTs and Subject Leaders and ensure required information is sent to the DfE
- ensure the accuracy of pupil assessment data

- obtain DFE, OFSTED and other information and documentation and download internet material as required by Academy Director
- support the work of the Curriculum Assessment Manager
- support public examination results days with the Curriculum Assessment Manager
- to support the Academy with administration tasks as required, including filing, reception duties, support of meetings/functions etc as directed
- work to support the Executive Principal in the maintenance of good discipline and behaviour throughout the Academy
- attend and participate in regular meetings and participate in training and other learning activities, as required
- actively support and participate in the museum learning programme
- participate in and support the performance management policy
- be familiar with and to adhere to relevant parts of the Academy's Health & Safety policy
- promote and safeguard the welfare of children and young people you are responsible for or come into contact with
- be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of, support and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the Academy
- assist in the development of the Academy Improvement Plan and its review mechanism
- undertake other tasks as reasonably required by the Executive Principal
- to support the primary schools when necessary

Person Specification

1. Educational Qualifications

- Educated to at least Level 2 or equivalent in literacy and numeracy (GCSE Grade A – C or equivalent) (e)
- Any further training related to the role including specific SIMS training (d)
- Office and Administration experience/training (e)

2. Professional Experience, Knowledge and Understanding

- Demonstrate high organisational skills (e)
- Demonstrate excellent ICT skills including use of spreadsheets and databases (e)
- Demonstrate excellent data analysis skills (e)
- Ability to manage workload and priorities (e)
- Experience of dealing with highly confidential information (d)
- Knowledge of office support processes (e)
- Good records maintenance skills, including information retrieval (e)
- Good working knowledge of SIMS (e)
- Ability to handle sensitive & confidential information (e)
- Ability to communicate with all levels of staff in confident, calm and professional manner (e)
- Flexible and adaptable, and able to work using own initiative (e)

3. Personal Qualities and Skills

Ideally, we are looking for someone who:

- Has strong interpersonal skills
- Has a cup half full approach
- Is a good role model for students
- Is energetic, creative and enthusiastic
- Is co-operative, flexible and responsible
- Is reliable, well organised and committed to high standards
- Is patient, optimistic and has a fantastic sense of humour
- Is able to prioritise
- Is able to maintain confidentiality
- Has passion and believes that every student can succeed at The Langley Academy (e)

(d) desirable

(e) essential