

Salary: Grade D (FTE £26,978pa to £29,616pa, actual salary £26,978pa to £29,616pa)

Hours: 37hrs per week

Contract: Permanent

Working weeks per year: 52

Responsible to: Assistant Headteacher

Principle Responsibilities

- Responsible for the management and development of Thornden School's data management systems and associated platforms
- Act as the Super User for data management systems, providing support and guidance to colleagues to ensure their efficient use.

Primary Roles

Data Management System Administration

- Provide organisational leadership in all matters relating to management information, maintenance of staff and student records, optimising the use of data management system resources within the school
- Design and deliver in-house training sessions for all users of the data management system, ensuring proficiency through practical guidance and resources
- Maintain the School's data management system user database, allocate appropriate access rights, and provide ongoing support
- To work in liaison with IT colleagues to ensure data management systems are regularly updated and maintained
- Attend training and peer networks that support the Data Manager role, sharing best practices with data leads across the Trust
- Serve as a key member of staff in supporting Data Protection compliance across the School.

Management of School data

- Implement and oversee processes to ensure the accurate and efficient collection and recording of data from teaching and support staff, maintaining data integrity
- Ensure all statutory and regulatory returns from the data management system are completed within required deadlines, e.g., Census submissions
- Work closely with relevant staff to coordinate data input and extraction, particularly in relation to admissions and examinations, and regularly reconcile SEN, Pupil Premium and KS2 data to maintain accuracy and ensure information is up to date.

Assessment and analysis

- Develop and manage accurate and insightful assessment data for the Senior Leadership Team (SLT), classroom teachers, and Trust reporting, facilitating statistical analysis and comparisons, including absence records, CATS, KS2, and KS3 results for key stakeholders during the assessment cycle
- Publish academic reports to parents of the School's students
- Keep up to date with current guidance, requirements and best practice in relation to target setting and the effective use of student and staff data

General

Health and Safety and Compliance

- Maintain a safe and orderly working environment at all times
- To be aware of, and to adhere to all departmental and School policies and procedures relating to health and safety at work
- Contribute to safe working practices across the School
- Fulfil responsibilities relevant to your role as outlined in the following policies and procedures:
 - Health & Safety
 - Child Protection & Safeguarding
 - Data Protection
 - Confidentiality
 - Equal Opportunities
 - Risk Management

Support for the School

- Uphold a commitment to safeguarding and promoting the welfare of children and young people at all times
- Participate in training, performance development and other learning activities as required
- Promote inclusivity and ensure all students have equal access to opportunities for learning and development
- Collaborate effectively with colleagues towards shared objectives
- Work in liaison with appropriate staff regarding safeguarding, wellbeing, health and safety, confidentiality, and data protection
- Take ownership of professional development by staying informed about new initiatives in data management and contributing to the school's learning culture
- Foster constructive relationships with colleagues and share expertise to support professional growth within the team
- Undertake other duties as required by the Data Manager commensurate with the grade of the post.

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974 (as amended 2013 and 2020). An enhanced disclosure with a check of the Children's Barred List will be sought through the Disclosure and Barring Service as part of HISP Multi Academy Trust's pre-employment checks.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.