The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

### Job details

<table>
<thead>
<tr>
<th>Job title</th>
<th>Data Manager</th>
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</thead>
<tbody>
<tr>
<td>Directorate</td>
<td>[School name - amend as appropriate]</td>
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<tr>
<td>Reporting to</td>
<td>Headteacher</td>
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<tr>
<td>Grade</td>
<td>PO3</td>
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### Job description

**Purpose of the post:**
- To oversee and develop the school’s use of data for the Senior Leadership Team (SLT), teaching staff and to create strategic and operational data, and systems within school.
- To produce clear, concise and accurate information to support the SLT in raising standards of performance in the school. Maintaining student specific data to a high standard.
- To set up, maintain and review highly complex data. Analysing, problem solving, developing solutions and/or strategies with senior leaders in increasing school improvement. Responsible for the creation and maintenance of effective school timetable. Assisting curriculum leaders to ensure effective deployment of staffing in conjunction with the Deputy Headteacher.

**Main duties and responsibilities:**

**Management and Supervision:**
- Line manage Exam Officer, Examinations Secretary and all administration staff for exams, including invigilators.
- Accountable for ensuring all teaching staff meet deadlines and to ensure statutory requirements for reporting are met.
- Ensure Examinations Secretary is available at commencement of each examination.

**Operational:**
- Lead staff through target setting process, data analysis, value added data, Panda and Raise Online – via whole school delivery of teaching staff inset days, using own materials and systems.
- Create systems to provide data to inform SLT on value added performance of individual teachers, subjects and departments.
- Training of governors on data and interpreting results and findings. Assisting them to use and understand data and target setting.
- Support Headteacher in curriculum reviews with Curriculum Leaders on results and data analysis.
Job Description and Person Specification

- Advise Headteacher and SLT on timetable requirements to enable them to make staffing decisions on the deployment of its physical resources.
- Advise and assist the Headteacher in reporting to the School Improvement Partner, Governors, and School Development Advisor and Ofsted Inspectors in target setting and detailed analysis of school performance.
- Create and devise data systems to highlight and improve in school variation in performance.
- Provide ICT skills and knowledge to support the data management being developed in school to monitor and analyse performance.
- Manage and develop academic, behavioural and report databases.
- System management of Integris and the overview of the computerised attendance system.
- Adaptation and development of school information systems.
- Compile the school timetable, in liaison with SLT and lead negotiations with curriculum leaders.
- Update and maintain the school website.
- Develop, monitor and maintain the school report system and procedures (student review and reporting).
- Produce verbally or in writing complex and contentious data analysis to a range of audiences, including non specialists.
- Provide advice to the Headteacher and SLT on school improvement initiatives.
- Be responsible and accountable for providing advice on target setting process.
- Establish and implement an effective target setting process in line with statutory/LA requirements.
- Advise SLT in relation to deadlines for data requirements.
- Keep up to date with all Curriculum and ICT developments.
- Responsible for ICT training and data training of teaching and support staff on data systems.
- Responsible for the production of reports and arranging the distribution to students following liaison with teaching staff.
- Create data in a clear, concise and easily understandable way.
- Ensure policies and procedures are put in place by the post holder. These should meet the organisational, technical and strategic demands of the school.
- Create and develop systems to enable the effective monitoring of vulnerable students.
- Keep abreast of current guidance requirement and good practice in relation to target setting, the effective use of data and the construction of an effective curriculum timetable.
- Recommend to governors, with the Headteacher, the targets to be set for future years.
**Strategic:**
- Create and prepare complex strategic and operational data analysis for Curriculum Leaders by key stage, year groups and set group. Exercising highly developed training skills in order to ensure "non data specialists" can translate data results in the classroom to impact on student achievement.
- Creation of strategic and operational data analysis systems to support in depth analysis of individual teacher, subject and curriculum performance; as part of the whole school self evaluation process.
- Be accountable for the use of systems in school, raising standards and performance across whole school.
- Provide theoretical, practical and procedural knowledge in a specialist area of data in schools.
- Respond to education developments both strategic and operational that have implications on data management.
- Participate in strategic decision making of the school as and when required by the Headteacher and SLT.
- Participate in strategic school self evaluation as and when required by Headteacher and SLT.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

**General requirements:**
- Take part in the school’s performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
### Person Specification

[To add extra rows, right-click in the last row and select Insert > Insert Rows Below…]

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>1. Relevant degree in ICT or Business or appropriate Higher Level Qualification.</td>
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<table>
<thead>
<tr>
<th>Experience</th>
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<tbody>
<tr>
<td>2. Relevant experience working in a similar post.</td>
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<thead>
<tr>
<th>Knowledge</th>
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<tbody>
<tr>
<td>3. Knowledge of ICT skills to support the data management of the school system and the analysis of whole school performance.</td>
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<table>
<thead>
<tr>
<th>Skills</th>
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<tr>
<td>4. Ability to work in a team and individually.</td>
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<td>5. Ability to use ICT and specialist equipment.</td>
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<td>6. Ability to self evaluate and activity seek opportunity for improvement.</td>
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<td>7. Ability to relate well to adults and children.</td>
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<tr>
<td>8. Ability to work constructively as part of a team or as an individual.</td>
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