

JOB DESCRIPTION

Post: Deputy Data Manager

Hours per week:

36, Monday to Friday 8.00 am to 4 pm

Salary:

NJC Scale 6-9 (£22,640-£23,883)

JOB SUMMARY

St Thomas More is to be the hub of data collection, processing and analysis across all Trust and sister schools (which include St Thomas More, St George's, Bishop Douglass, Salvatorian College and St Edward's) relating in a broad sense to pupil academic performance. Based at St Thomas More school, the post-holder will provide a high level of support to the structuring, organisation, analysis and storage of data relating to Trust and sister schools and support the Data Manager in ensuring order and consistency and high level analysis of school data across the Trust. The post-holder will work closely with the Data Manager to develop the collection, processing, analysis, dissemination and use of data at all levels across Trust schools. The role includes responsibility for the organisation and analysis of internal and external data relating to pupil performance. Some data work will be bespoke to the needs of St Thomas More school eg relating to reports, statutory returns and general data processing etc.

PRINCIPAL ACCOUNTABILITIES AND JOB CONTENT

1. To develop, process and maintain the school's assessment and examination results data-base producing reports and analysis as requested using the appropriate systems eg SIMS, Go for Schools etc.
2. To set and maintain clear expectations for staff and students in the production and use of data and provide appropriate training as needed.
3. To work for consistency in setting and upholding agreed principles and practices in the use of data, across the Trust.
4. To be approachable, pro-active and enable productive communication across the Trust schools in relation to data.
5. To help manage the school's data management function ensuring that systems are up to date and fit for purpose.
6. To prepare, produce and deliver data required by the school in its day-to-day work and for self-evaluation and strategic planning purposes.
7. Request, collect and collate assessment data associated with central collection of data.
8. Produce analysis of performance data following each reporting period or examination results.
9. Produce data reports for teachers and senior managers when required.
10. Support the production of reports to a variety of stakeholders in accordance with the schools reporting policy.
11. Responsibility for ensuring school compliance with the Data Protection Act and GDPR regulations

Other responsibilities:

To assist with organisation of School events such as parents evenings

To assist with reception and other duties in the event of staff absence

To carry out reasonable duties at the behest of the Senior Team within the competence of the postholder.

Key Organisational Objectives:

The postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as appropriate
- At all times operating within the school's Equal Opportunities framework
- Acknowledging Customer Care and Quality initiatives
- Commitment and contribution to improving standards for pupils within the school as appropriate
- Contributing to and supporting the maintenance of a Catholic ethos, and a caring and stimulating environment for pupils

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

Special Conditions of Service:

The postholder may be required to work outside of normal school hours on occasion, with due notice.

Contract of Employment:

This job description is non-contractual. This means the Headteacher may require variations consistent with the needs of the school within the competence of the postholder.

Person Specification

The school is looking to employ a skilled person with a good level of general education – eg A level/Degree or equivalent in mathematics, statistics or related subject. The successful candidate will be highly skilled in the use of Excel.

The following attributes are desirable...

Substantial and appropriate data management and analysis experience. Excellent organisational and time management skills. Excellent interpersonal and communication skills. An ability to communicate effectively with a range of audiences. An ability to listen, reflect and have the capacity to be flexible. A commitment to continuing professional development. A willingness to promote the school's ethos. An attention to detail. A determination to build professional relationships and work sensitively with all colleagues, pupils, parents, Governors and outside agencies. A commitment to continuing professional development.