



# Northumberland Church of England Academy Trust

## JOB DESCRIPTION

**JOB TITLE:** Data Manager  
**SCHOOL:** Dukes Secondary School  
**SALARY:** Band 7  
**RESPONSIBLE TO:** Deputy Principal

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

### PURPOSE OF JOB:

To lead and manage Dukes Management Information System (Arbor) alongside assessment, timetabling, recording and reporting systems, Pupil Progress, ALPs and the Academy census.

### MAIN RESPONSIBILITIES:

- To develop effective and efficient systems for harvesting, analysing and deploying data
- Ensure the learner databases are accurate and up-to-date
- To produce reports on, collation, analysis and dissemination of all external assessment and progress data (including exam results, FFT data, etc) and all internal assessment data
- To manage MIS so it is an effective and efficient resource
- To lead and support the development of Dukes staff in the effective collation and use of data
- To ensure that any reports to external organisations such as the DfE and NCC e.g. the school census report are accurate and submitted on time
- To provide a strategic overview of the MIS to senior staff and advise on improving ways to meet staff requirements for data.

### Specific Responsibilities:

- Strategic Leadership (in consultation with the Principal)

- To lead and provide direction on all aspects of learner progress and data systems; working in partnership with senior colleagues and MIS team
- To work with the Deputy Principal to plan and monitor an effective strategy for the development, deployment and monitoring of effective and efficient learner progress and data systems

#### Operational Role

- To manage the effective implementation of Dukes timetable using appropriate software and the MIS system. Liaise with the Deputy Principal for upload to MIS. This includes liaison with other senior staff as required.
- Support senior staff in the effective use of Dukes Management Information to raise standards in through the collection, dissemination, production and analysis of data
- To ensure that staff and learners understand data
- To ensure that systems for harvesting, analysing and deploying data are robust and flexible
- To ensure that all interested parties have relevant, contextual and up to date data reports
- To ensure that MIS is effective and efficient
- To ensure that Dukes staff, learners and families are aware of how to deploy data effectively

#### Quality and Standards

- To design and implement quality assurance strategies that ensure high quality provision in all areas of responsibility
- To monitor and evaluate the quality of areas managed
- To participate in all internal and external reviews that relate to areas of responsibility – leading them where appropriate
- Be responsible for the submission of relevant data to senior staff
- Analyse and evaluate information and produce reports and information as required

#### Systems development and maintenance

- To lead on the development of effective systems for tracking specific cohorts of learners and providing analysis for senior staff, subject leaders and others of learner tracking data and examination results
- Provide effective implementation of developments in Dukes MIS systems, including system migrations, web access, remote and onsite support and data flows
- Keep up to date with IT developments and local and national initiatives in Children's services.
- Install and upgrade MIS software, including implementing and co-ordinating new systems as necessary
- Test and evaluate new software releases
- Work closely with the ICT Team Leader to ensure the efficient running of all modules
- Research and develop bespoke reports and functions within the system, instigating phased implementation as and when required
- Develop and implement the process for generating reports, making reports available online and supporting parents' access through the Arbor app

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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<b>Post Title: Data Manager</b>		
<b>Person Specification:</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience:</b> <ul style="list-style-type: none"> <li>● Extensive experience of school MISs</li> <li>● Extensive experience of using databases, Excel and Word</li> <li>● Experience of managing staff</li> <li>● Ability to work as a member of a team</li> <li>● Experience of working within a school or educational establishment</li> <li>● Experience of constructing a school timetable</li> </ul>	      	      
<b>Skills &amp; Competencies:</b> <ul style="list-style-type: none"> <li>● Excellent IT skills</li> <li>● Analytical Skills</li> <li>● An understanding of school assessment and progress data</li> <li>● Effective use of ICT and other specialist equipment /resources</li> <li>● Ability to work with children and adults</li> <li>● Ability to work as member of a team</li> <li>● Ability to self evaluate learning needs and actively seek learning opportunities</li> <li>● Excellent problem solving skills</li> <li>● Is well-organised and has the capacity to lead and manage to defined deadlines</li> <li>● Has excellent communication skills both written and spoken</li> </ul>	              	             
<b>Knowledge &amp; Qualifications</b> <ul style="list-style-type: none"> <li>● Educated to at least A Level or equivalent or have relevant vocational experience</li> <li>● Extensive Knowledge and understanding of the secondary curriculum</li> <li>● Thorough understanding of how data relates to school improvement</li> </ul>	    	   
<b>Physical, mental and emotional demands:</b> <ul style="list-style-type: none"> <li>● Commitment to helping provide a high quality service to children and families</li> </ul>	  	  
<b>Other:</b> <ul style="list-style-type: none"> <li>● Willingness to participate in training and development</li> </ul>	 	 