

JOB DESCRIPTION

Assistant Data Manager

Combine a career move with the delights of living in the beautiful countryside of Devon, close to national parks, beaches and the sea. A healthy work-life balance is possible!

ESW is a growing multi academy trust, currently comprising three secondary academies, one all through academy and six primary academies. The Data team is a centralised team supporting the whole Trust (part of ESW Shared Services), providing all student data collation, data base management, analysis and reporting for all schools in the Trust. The centralised team adds considerable value to the trust, relieving senior educational leaders from the burden of data management, so they can focus on auctioning the outcomes.

ESW Shared Services is led by the Trust Business Manager, aka the Director of Finance and Operations, supported by six managers. In addition to Data, the Shared Services team is responsible for Finance, Payroll, HR, IT, Facilities, Compliance/Risk management, Business Development & Administration, Catering and Leisure Services.

This is a newly created role within the Data team in response to the growing demand from school Heads for the services the team provides. You will a key role in supporting the Data Manager in the continuous development of the service.

Main Objectives

- Support the ESW Data Manager with ownership of student data across the Trust.
- Deputise for the ESW Data Manager and run the Data Team and associated processes in the ESW Data Manager's absence.
- Input, review and maintain the data held in the MIS' at all ESW Schools to ensure that it is accurate and up-to-date.
- Ensure that the information is fit for purpose, stored appropriately and to facilitate the efficient staff interaction with the MIS (SIMS and Cloud School). This is to include staff training as appropriate.
- Produce clear and concise information reports in line with both academic and other deadlines within both the individual schools and at a trust level.
- Ensure that data returns to external bodies, such as the DfE are accurate and are submitted on time, with a particular focus on the return of assessment data such as EYFS Profile, KS1 Phonics and SATs and KS2 SATs returns, as well as the School Census (including Sixth Form Learning Aims) within ESW.
- Provide statistical analysis of data to focus on school and trust priorities as requested by the ESW Data Manager, the ESW board or school Senior Management Teams by using software packages such as 4matrix, School Pupil Tracker, Internal Raise and Atkinson reports.
- Setup and maintain reporting systems, including the production of Assessment reports.
- Promote safe and effective use of data by pupils and staff.
- Support staff in the use of data and related IT resources, providing training where necessary.
- Ensure data is stored securely and maintained in terms of the Data Protection Act and GDPR.

Responsibilities

- Manage the running of the Data Team staff and processes in the absence of the Trust Data Manager.
- Enhance your skills to be the super-user of the MIS including reporting tools.
- Liaise with Primary School Administrators to ensure that school census returns are when submitted accurate and complete by the required deadline.

- Be responsible for help desk function of the team including delegation of tickets that arrive in and ensuring that progress with cases is reviewed and cases resolved in a timely manner.
- Be familiar with all analysis reports that the Trust uses, including Attendance, Assessment, Exclusion and the Trust Dashboard.
- Be a super-user of the Timetabling software in use across the trust, to enable updating to the timetable during the academic year and provision of support to the Timetabler in the secondary schools.
- Support the ESW Data Manager with preparing complex strategic and operational data for schools, departments and individuals, for both the ESW Trust Board and School Senior Management Teams.
- Analyse and evaluate school information to ensure efficiency and accuracy of data that supports present and future teaching and learning priorities.
- Maintain the calendar of key data events across the trust allowing for prioritisation of workload and pro-active management of busy periods across the year.
- Maintain the course manager element of the MIS in SIMS schools.
- Work with the ESW Data Analysts, to complete Study Programmes in the October census, ensuring that the return is accurate and retention allocations for previous year are completed.
- Work with the ESW Data Manager to improve processes to either make them more efficient or add additional value.
- Provide a helpdesk element to all schools within ESW in relation to the MIS' and associated data systems.
- Assist staff in data manipulation, analysing data and compiling data reports.
- Support the ESW Data Manager with preparing complex strategic and operational data for schools, departments and individuals, for both the ESW Trust Board and School Senior Management Teams.
- Advise and assist in Target Setting within the MIS, as directed by the ESW Data Manager and School Senior Management Teams and produce detailed analysis of learners' performance using specialist software packages such as 4matrix.
- Maintain data held within the school's MIS' to ensure that it is up-to-date and accurate.
- Liaise with SCOMIS, Advanced Learning, Capita and other external providers.
- Prepare the School's MIS' for Academic Progression at the end of the Academic Year, including adding new learner records, marking of leavers, year group promotion, class membership and setup of the academic calendar to support the Schools' and Trust Data Manager with the creation of the academic timetable.
- Support the 'ESW Data Analysts' at times when there is a peak in their data activities.
- Liaise with the school Examinations Officers to ensure that the results can be analysed accurately and to strict deadlines, especially focused around the results weeks in August.
- The post-holder may undertake any other duties that are commensurate with the post.

Person Specification

	Essential	Desirable
Currently working as a Data Manager in a secondary school or an Assistant Manager in a multi academy trust.	Yes	
Higher qualification or training linked to data management.		Yes
Extensive experience in the advanced use of school MIS' (ideally SIMS or Cloud School).	Yes	
Experience of report building using SIMS tools and/or Microsoft SSRS.	Yes	
Extensive experience in the use of the Microsoft Office package, with a particular focus on the advanced use of Microsoft Excel (including lookups, indexes, nested if statements, pivot tables and graphical presentation of data).	Yes	
Experience in the use of Secondary Assessment packages for example 4matrix, Atkinson Reports or iDASH 4.	Yes	

Experience in the use of Primary Assessment packages for example DC Pro and iDASH Primary.		Yes
Experience in the use of ALPS as part of assessment at Key Stage 5.		Yes
A good understanding of GDPR and how it impacts data use within schools.		Yes
A good understanding in the Secondary performance measures including Progress 8, Attainment 8 and Value-added calculations.	Yes	
A good understanding in Primary performance measures including Attainment and Progress scores.		Yes
Ability to interpret, analyse and disseminate information in a range of different formats to all levels of staff, both within schools and within the trust.	Yes	
Respect for confidentiality and security of information.	Yes	
A logical mind and an objective approach to challenges and problems.	Yes	
Have a flexible working attitude and be able to use own initiative; the post holder will be expected to work for unsupervised periods and will need to organise their work to meet the priorities set by the ESW Data Manager.	Yes	
Be able to work well alongside both Central Trust Staff, and school-based administrative staff, with high standards of professional integrity and credibility.	Yes	
Demonstrate excellent communication (both written and verbal) and organisational skills.	Yes	
Ability to see the bigger picture, to maintain perspective whilst prioritising work efficiently to meet academic deadlines.	Yes	
Required to adapt to changing technology and to respond to the unexpected.	Yes	
Possess an enthusiastic, 'can do' attitude.	Yes	

CONTRACT DETAILS

1. This role is based at Coombeshead Academy. However, the location base of the role may change from time to time to any of the schools in the trust, now and in the future.
2. You will be expected to travel to any of the schools in the Trust from time to time.
3. You must have a full UK driving license and be willing to use your own car (the Trust will insure your car with respect to business use) to execute your job; you will be able to claim mileage.
4. Participation as required in project initiatives with the whole business team.
5. This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.
6. The contract terms are NJC (Devon), starting grade F24-F26 (£27,905-£29,636, depending on experience), full time year round, 37 hours per week.