

Job Description and Person Specification

Job Description

Job Title:	Systems and Data Manager
Scale:	Grade 7/8 £20,619 – £26,317 (Pay Award Pending, Salary Dependent upon Qualifications and Experience).
Hours:	37 hours per week.
Contract type:	Permanent, Term Time Plus 10 days.
Responsible to:	Data Analyst
Role Purpose:	<ul style="list-style-type: none"> The management of data systems including importing, exporting and accuracy checking, in accordance with Trust/ school deadlines. The creation and development of reports for use within schools, using a range of systems (predominantly Excel).
Generic responsibilities:	<ul style="list-style-type: none"> Maintain personal expertise, to be a role model and promote high expectations for all members of the Academies communities through your role within the structure. To model the values, ethos and vision of the Trust. Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person. Attend relevant meetings as required, including termly Academy Council meetings.
Systems management responsibilities:	<ul style="list-style-type: none"> The management of data systems including importing, exporting and accuracy checking, in accordance with Trust/ school deadlines. Communicate with staff across the Trust in regards to systems including the data input requirements and maintenance of the systems. Research and respond to new developments to ensure ALP have the most effective and efficient Trust and school systems.
Data management responsibilities:	<ul style="list-style-type: none"> Maintenance and development of school reports, catering for the requirements of the individual school. Using MS Excel/ Power BI. Creation and implementation of robust checking and monitoring measures in order to ensure accuracy of data within school reports. Communicate with staff across the Trust in order to establish data and reporting requirements. Be a point of contact for colleagues in order to support staff with the use of the data and reports. Assist with the preparation of individual student assessment reports.
Special Conditions:	<ul style="list-style-type: none"> Participate in training and other learning activities and performance development as required. The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager. The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to. An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.
The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.	

Person Specification

		Essential	Desirable
Application	A well-structured letter of application indicating interests and strengths in the role.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	Level 4 (or equivalent) in relevant subject.	*	
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
	Degree in relevant subject.		*
Experience	Experience of taking initiative and self-motivation.	*	
	Experience of use of data systems i.e. MS Excel.	*	
	Working within a school/ MAT.		*
Skills, Qualities and Knowledge	Excellent communication skills both written and oral, with the ability to communicate effectively with people at all levels.	*	
	High level of administrative and organisational skills.	*	
	Able to work as part of a team and contribute towards its success.	*	
	Record keeping and information retrieval.	*	
	Able to use all MS Office programs particularly Word, Outlook and PowerPoint and be familiar with other bespoke databases.		*
	Able to work to tight deadlines, managing and prioritising time effectively.	*	
	Self-starter, with an ability to work independently and use own initiative to overcome obstacles.	*	
Personal Attributes	Have an openness to learning and change.	*	
	Have a positive attitude to personal development and training.	*	
	Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.	*	
	Demonstrate good interpersonal skills.	*	
	Demonstrate integrity, confidentiality, impartiality, and empathy.	*	
Special Requirements	Be able to travel and work in designated schools across the Trust.	*	
	Be able to work flexibly in order to achieve time-bound objectives.	*	

Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Work Related Assessment, Interview Process and References. Any relevant issues from references will be taken up at interview.

Training on school specific systems will be given via a bespoke CPD programme.