



## Job Description Data Operations Manager

**Scale: Band SO1 (SCP 23-25) 5 days per week, term time only + 20 days**

The following information is provided to assist staff to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description. It will be reviewed at least once a year as part of the school's Appraisal process and it may be subject to modification at any time after consultation with the post holder. The post holder may be required to take on responsibilities throughout the school as required, at the discretion of the Headteacher - taking notice of training undertaken or by providing it, and appropriate safety factors
- Officers should not refuse to undertake work, which is not specified in this job description, but they should record any additional duties they are required to perform, and these will be considered when the post is reviewed
- As an Equal Opportunities Employer, we require our employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services. The post holder is subject to all relevant statutory and institutional requirements and shall uphold the school's policy in respect of child protection and safeguarding matters
- The school is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed

### General Remarks

- The Data Operations Manager alongside other managers within the support staff structure form part of the leadership of the school and have clear responsibilities in supporting its core function.
- In conjunction with other support staff managers they contribute to whole school policy decisions on the provision of a coherent educational experience for all.
- Support staff managers support our positive ethos by providing and developing relevant and effective organisation of systems within their responsibility area that impact on the effective operations of the school.
- In addition to the broad objectives and more specific tasks outlined below support staff managers bear some responsibility for the conduct of staff both within their managerial area and more generally within the school.
- Support staff managers support other school Leaders in curriculum development and teaching and learning initiatives.

### Purpose

The role of the Data Operations Manager is to be the main point of contact for all data systems and operations for Titus Salt School and to support the Senior Leadership Team under the guidance and supervision of the Senior Leader Achievement and Senior Leader Quality of Education Achievement. The Data Operations Manager will:



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- Be responsible for the supervision of the Data and Exams team
- Manage school data systems including curriculum and timetabling IT processes throughout the school as required by the Headteacher
- Strategically develop the role and function of Data systems and support
- Support and encourage the school's ethos and its objectives, policies and procedures

### Range of duties:

- To implement and maintain a full school data analysis service to support teaching, learning and pastoral support
- To produce clear, concise and accurate information to support senior and middle leaders in raising standards of performance across the school
- To work both with internal data analysis and draw comparisons/conclusions against national data sets to help inform strategic and operational decisions
- To support the Senior Leadership Team (SLT) with management of pupil data systems, including assessment and analysis of achievement of all year groups and all subjects across the school
- To plan and design interrogative documents for data analysis and information to effectively aid school improvement and development, working with SLT and other leaders in the school
- To provide information to assist SLT in statutory inspection processes and manage the timely and accurate preparation of statutory returns
- To work in partnership with the Examinations Officer to ensure all examinations are effectively organised to meet all statutory requirements
- To manage the downloading and analysis of external examination results, both electronic and paper
- To provide relevant statistics and analysis of examination and assessment results to Line Managers, the Headteacher, Governors, LA and relevant Government department
- Develop exam statistics that can be used for target setting, review and as a basis of raising achievement
- To be responsible for construction of the school's timetable under the guidance of the Deputy Headteacher with curriculum responsibility to ensure statutory requirements are met and the timetable supports effective delivery of the curriculum
- To support the Headteacher and Deputy Headteachers in strategic decision-making of the use of available teaching and learning provision to support effective delivery of the curriculum to impact on pupil progress and outcomes
- To be accountable for supporting the drive for improvements in levels of attainment, achievement and progress across the school within the context of data operational systems and management
- To lead on a range of development opportunities in the broad aspects of school data operations
- To manage other managerial or school operations areas at the discretion of the Headteacher, taking notice of training undertaken or by providing it and taking consideration of appropriate safety factors

### Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person



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- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teaching and support staff, to support achievement and progress of pupils
- Attend and participate in regular meetings, share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- Recognise own strengths and areas of expertise and use these to advise and support others

### Leadership

With the support of the SLT link, provide dynamic and inspirational leadership to develop and implement key subject and whole school initiatives by:

- Disseminating and communicating key information to team members
- Holding a thorough overview of the workings of different teams to ensure consistency of approach and standards
- Holding high expectations of different teams, leading meetings and setting appropriate but demanding targets whilst identifying and sharing good practice
- Planning strategically to address the department and individual development issues
- Participating in maintaining and developing a positive ethos in the school

### Line Management

- To meet regularly with individuals and teams, in line with the expectations of the Headteacher, to ensure a clear focus is shared and understood
- To participate in the development of the school by contributing to relevant committees and working parties
- To be responsible to the Senior Leader Line Managers

### Supervision and Guidance

- Under supervision of senior members of staff but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice where appropriate
- To fulfil specific tasks as required
- Expected to perform delegated duties with limited supervision

### Range of Decision Making

Expected to take initiative in the development of new administrative procedures to meet changing requirements and improvements in quality. The post holder will be expected to use good common sense and initiative in all matters.



### **Responsibility for Assets, Materials etc**

Be responsible for the selection and management of resources, including management of a budget and regular audit of resources. To maintain the confidential nature of information relating to the school, its pupils, parents and carers. Responsible for the safe keeping of office equipment and computers hardware and software and for ensuring that computer data is backed up to the agreed schedule, ensuring compliance with the requirements of the GDPR.

### **Contacts**

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Contractors, External Agencies.

### **Appraisal and CPD**

To support CPD monitoring of individuals/groups within the area of Data by:

- Participation in the school's Appraisal system (as appropriate)
- Specifying areas for development identified through the Faculty Review/Development Plan and with regard to individual needs and aspirations
- Involvement in the Professional Development Review systems and processes
- Overseeing the effective induction and development of new staff
- Participating in staff development schemes as implemented by the school
- Exploring opportunities to extend own personal development

### **Fluency Duty**

In line with the immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard – for this role the post holder is required to meet the Intermediate Threshold Level - The post holder should demonstrate they can:

- Express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.