

The Royal Alexandra & Albert School

Data Manager Job Description

(with the possibility for responsibility for Exams and Data Protection Officer role)



Post Title:	Data Manager
Contract Type:	Permanent
Reporting to:	Deputy Head: Achievement, Standards and Inclusion
Direct Reports:	Examination Officer, Data and Examination Assistants
Hours of Work:	40 weeks per year post, 37.5 hours a week Part-time and job share may be possible for the correct candidate

Key Responsibilities (dependent on final agreed role)

Data

- Line manage exam officer and data/exam assistants
- Keep updated with DfE education policies and guidance; update SLT as appropriate
- Be responsible for the DfE school census returns and table checking process
- Support SLT with the curriculum planning as required
- Implement changes to student curriculum as required through the year
- Ensure accuracy and integrity of platforms including MIS, Go4Schools, FFT
- Provide analysis of public GCE and GCSE examination results, and KS2 SATs results
- Work with third party software to determine target and upload to Go4Schools
- Manage the production of student reports to meet standards and deadlines
- Contribute to whole school discussions about the reporting cycle
- Produce reports and analyse data, including examination performance as requested by the Senior Leadership Team

Examinations

- Manage the Exams Officer and manage exams issues in case of absence
- Keep updated with JCQ regulations with clear knowledge and understanding of the procedures and processes involved
- Ensure the school examination policies are up-to-date and are JCQ compliant
- Ensure readiness for JCQ inspections, in collaboration with the Exams Officer
- Be responsible for invigilator recruitment and training in collaboration with the Exams Officer

Data Protection

- Ensure that RAAS and all staff have an effective approach to data protection
- Conduct regular data security audits to maximise data safety
- Train peers in similar roles within data processing departments
- Monitor RAAS's ongoing ability to remain data compliant and inform leaders of obligations
- Act as a contact point for the Information Commissioner's Office (ICO)
- Lead and manage response to enquiries (SAR, Freedom of Information requests etc)

Additional Operational Responsibilities commensurate with the role to be agreed with the Headteacher/Deputy Head: Achievement, Standards and Inclusion.

Other

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To contribute to the overall ethos and aims of the School
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.