



Ark Elvin Academy

Data Manager

At Ark Elvin Academy we are proud of the excellent education we offer each of our pupils. Our team of enthusiastic, high expectations staff have transformed our school and we are just as excited about the next step in our school improvement journey as we work together to deliver the outstanding education our community need and deserve. We are deeply committed to our mission:

“To ensure that every pupil leaves Elvin confident, articulate, and culturally aware; able to pursue careers they are passionate about, contribute to society and live happy, healthy and fulfilled lives.”

In our last OFSTED inspection (October 2019) it was recognised that:

“Pupils, parents and staff all agree that Ark Elvin Academy has improved out of all recognition. Pupils are proud of the school.”

“The headteacher and leaders have very high expectations..... Staff want all pupils to succeed in every area of their lives, not just academically.”

“The school is a calm, safe and supportive place for pupils. Pupils behave very well in lessons. They get on well with one another and with adults.”

In recruiting our next Data Manager, we are seeking the following from applicants:

- A commitment to serving our diverse community in Brent
- A passion for their subject, curriculum development and teaching and learning
- High expectations for themselves and our pupils
- A keenness to learn and develop in your role and as a leader
- A team player with high standards of professionalism and courteousness.

You will become part of a close-knit professional community of enthusiastic colleagues who benefit from the training, guidance and support from the Ark network, one of the country's top performing school groups.

We passionately believe in our six pillars, and they drive all our thinking and our school improvement at Elvin:

Strong Discipline

Calm, purpose, and order are established through the consistency of expectations and explicit teaching of discipline.

High Quality Teaching

Teachers are subject experts with an excellent understanding of the intellectual journey they are taking their pupils on and have mastery in effective teaching skills.

Mastery Curriculum

Our curriculum design enables pupils to make rapid progress and develop a framework of knowledge and understanding in each subject area that provides a solid foundation for further study.

Raising aspirations and enrichment

Pupils understand the opportunities that a school and university education will afford them in terms of careers and quality of life. Pupils develop their passions and interests through an Our extensive enrichment programme.

Character development

Pupils develop the characteristics that support their academic achievement, create thoughtful citizens and allow them to make reflective choices over their personal lives.

Developing leaders

All members of staff see themselves as leaders within an aligned community of professionals and are systematically trained in best practice. We create high performing teams to drive our school improvement.

Ark Elvin is on an exciting improvement journey – join us and be part of that change.

Interested in finding out more? Please email our HR advisor, Chantel: c.mutongole@arkelvinacademy.org for an initial conversation and to arrange a call with our principal, Rebecca Curtis.

To apply for the role, go to **www.arkelvinacademy.org**

Closing date: Friday 7th October 2022

Interviews: Application will be considered as they are received, and you may be invited to interview before the closing date

Start date: ASAP

Salary: Ark Support Staff Scale Grade 11, point 34 to 41 - £41,341 - £48,398 per annum

Ark is committed to safeguarding children; successful candidates will be subject to an enhanced DBS

Job Description: Data Manager

Reporting to: Vice Principal

Start date: Monday 10th October 2022

Salary: Ark Support Staff Scale Grade 11, point 34 to 41 - £41,341 £48,398 per annum

Hours: 36 hours per week, all year round

The Role

Reporting to the Vice Principal, the Data Manager is responsible for managing and developing the academy's data systems, whilst maintaining full accuracy and confidentiality with integrity. The role involves analysing and interpreting data to inform decisions at all levels in the academy; it is vital to our school mission in ensuring that we make the right decisions for pupils and staff based on the data available. The Data Manager is also responsible for ensuring that all statutory data requirements are met.

Key responsibilities

The Data Manager has a wide-ranging remit focused on supporting Ark Elvin Academy to take the next step in our school improvement journey through the timely use and analysis of data, as well as ensuring all statutory duties are met. The specific responsibilities are subject to change.

Student Management Information System

- To take responsibility, with integrity, for all areas of data input and output within the academy through our MIS.
- To maintain relevant databases, including pupil records, using Bromcom, the Student information Management System, in order to ensure that they are up to date and fit for purpose.
- To support with the creation of the timetable.
- To work with Vice Principal in the setting of Key Stage and Year Targets for Students as well as subject targets.

Reporting & Examinations

- Reporting to parents on pupil outcomes, Census returns and updating pupil and staff details to ensure that the information is always relevant and up to date. To distribute the relevant detail to the right people, including data relating to SEN.
- To provide reports, as requested, for the DfE, LA, Governing body, Principal, SLT, staff, students, and parents regarding assessment information, ensuring the provision of accurate and appropriate information to relevant parties.
- To assist the Examination Officer in the import, use and distribution of examination data
- To assist with the academy's annual students reporting procedures; to ensure that pupils receive regular and timely academic feedback.
- To assist in the management of the in-year admissions and leavers procedure, ensuring that the Admissions Officer has access to the right information and follows all procedures correctly.

Other

- Actively promote the safety and welfare of our children and young people.
- Ensure compliance with Ark's data protection rules and procedures.
- Liaise with colleagues and external contracts at all levels of seniority with confidence, tact, and diplomacy.
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required.

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the postholder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the postholder subject to the Principal's approval.

Person Specification: Data Manager

Qualification criteria

- Qualified to work in the UK
- Educated to at least A-Level standard or equivalent
- Appropriate and relevant professional qualification

Experience

- Experience of working with BROMCOM is highly desirable though not essential
- Be proficient with Microsoft products – particularly Microsoft Excel
- Good understanding of the role of data in an education context

Skills and Knowledge

We are looking for these skills and attributes or at the very least, a candidate's clear, demonstrable capacity to develop them:

- Alignment with Elvin vision
- Relentless drive to do whatever it takes to ensure all pupils succeed.
- Embody our core values – integrity, courage, community and mastery – in all aspects of work and conduct.
- The belief that with the right environment all of our pupils are able to excel at university, or in a meaningful alternative.
- The courage and conviction to make a difference

Communication Skills

- Be a confident communicator with a proven track record of building and maintaining positive working relationships.
- Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals and groups
- Working with others
- Possess strong customer service skills, including an excellent phone manner.
- Model desired behaviour and values
- Have excellent interpersonal skills, with previous experience in a client facing role

Problem solving

- Identify, analyse and resolve problems and issues
- Develop plans with concrete outcomes and effective solutions.
- Show sound time management skills, and an ability to prioritise workload to meet deadlines

Resilience

- Sustain energy, optimism, and motivation in the face of pressure and setbacks.
- Stay calm in difficult situations and maintain clarity of vision.

- Be self-motivated and resilient with a “can-do” attitude and the ability to work calmly and pragmatically under pressure.

Other

- This post is subject to an enhanced DBS
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.