

## Job Description: Field Data Manager

<b>Reporting to:</b>	Head of Data & Systems
<b>Location:</b>	London & Hastings, with some travel to Ark Schools in other parts of the UK
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	Full Time
<b>Salary:</b>	£30,000 - £35,000 (depending on experience) + career average pension scheme & other benefits

### The Role

Outstanding management of data can make a significant difference in schools and to the lives of young people. The successful candidate will therefore provide Ark Schools with effective remote and on-site delivery by carrying out a range of information management functions to support school leaders and teachers to take informed decisions. This includes the effective management of all core data for the school which relates to pupils and is stored within the school management information system or our own proprietary data system. The appointed person would ensure the integrity and quality of data held throughout the year and ensure that analysis and insights from the data are accurate.

### Our ideal candidate will

- Have extensive experience with a range of school Management Information Systems (MIS) or be a highly skilled data/information management graduate.
- Be highly numerate with a keen attention to detail
- Willing to travel regularly between Ark Schools as required for the role
- Be aligned with the Ark Schools' vision and values

### Key Responsibilities

#### Provide on-site routine support to schools

- Develop and manage all aspects of the school MIS, including effective day-to-day operation of the MIS and associated data systems.
- Ensure the validity and integrity of the data held within the MIS and associated data systems.
- Support in-school colleagues in the use of the MIS and associated data systems, in order to develop capacity within the school.
- Support school leaders by utilising tools to develop annual curriculum planning, timetabling and teaching group management tasks.
- Support school leaders and teachers around key assessment cycle tasks, including data entry and reporting.
- Ensure that all external data returns are completed accurately and punctually.

### **Provide ad-hoc data services to schools**

- Perform housekeeping activities within the school MIS following termly data audits.
- Identify and raise concerns regarding schools' practices with data, processes, policies and security.

### **Provide remote support to schools**

- Up to 1 day per week, provide first and second line remote telephone and email support to schools as part of the core data services team.

### **Communication across the network**

- Work closely with network assessment and data leads to ensure knowledge and understanding is up to date.
- Work with the wider data and systems to ensure robust and effective procedures and supporting documentation are in place for the on-going use and development of Ark School's data function.
- Maintain familiarity with the data requirements of each school.

### **Other**

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts 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

### **Location**

Central London, with up to 4 days per week within Ark Schools predominantly in London and Hastings. Schools within the Ark network are located across London, Birmingham, Portsmouth and Hastings, and you may be required to travel to these locations as part of your role.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post

## Person Specification:

### Qualifications

- Qualified to degree level or above
- Right to work in the UK

### Knowledge and Experience

- Extensive experience with a range of school Management Information Systems (MIS) or be a highly skilled data/information management graduate.
- The successful candidate should be able to demonstrate high levels of numeracy
- Experience of any of the following would be highly advantageous:
  - School MIS
  - MS Excel
  - Tableau
  - SQL database systems

### Skills and abilities

- Have an interest in data management and analysis, particularly in the Education Sector
- Good attention to detail
- Vision aligned with Ark
- The ability to skilfully manage and maintain effective working relationships
- Be able to communicate on a technical level with other IT professionals, and in non-technical terms to academic colleagues
- The ability to follow instructions accurately
- Strong interpersonal, written and oral communication skills
- Highly computer literate, with particular skill using spreadsheets
- Strong organisational and time-management skills

### Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multitask and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students

- Willingness to undertake training
- This post is subject to an enhanced DBS check

*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.*