



Data Manager Job Description

Job Title: Data Manager

Responsible to: Data Director

Contract Type: Permanent

Purpose of the Role

To lead and manage the collection, analysis, reporting and integrity of data across Glenmoor and Winton Academies, ensuring that data systems provide accurate, timely and meaningful information to support school improvement, strategic decision-making and student outcomes.

The Data Manager plays a crucial role in supporting leaders, staff and stakeholders through the effective management of student, curriculum, assessment and operational data, whilst ensuring compliance with data protection legislation and Trust expectations.

Key Responsibilities

Data Management and Reporting

- Take operational responsibility for the management and integrity of data across both academies.
- Ensure data systems are accurate, efficient and fit for purpose.
- Produce regular and ad hoc reports to support senior leaders, middle leaders and academy staff.
- Manipulate and analyse data to provide meaningful insights into student achievement, attendance, behaviour and curriculum performance.
- Ensure key performance information is accessible and presented in a clear and effective format.

Data Analysis and Intelligence

- Develop and maintain reporting mechanisms that support strategic decision-making.
- Support leaders in analysing trends, identifying priorities and evaluating impact.
- Create and maintain data dashboards using Power BI or equivalent reporting tools.
- Provide analysis to support academy improvement planning and performance monitoring.
- Promote a culture of evidence-informed practice through effective use of data.

Systems Management

- Manage the transfer and integration of data between academy systems, including:

Principal: Mr Leon Lima

Glenmoor & Winton Academies
Beswick Avenue
Bournemouth
Dorset
BH10 4EX
t: 01202 527 818

e: info@glenmoorandwinton.org.uk

w: glenmoorandwinton.org.uk

Glenmoor & Winton Academies is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.



- Arbor MIS
- 4Matrix
- SchoolCloud
- GL Assessments
- Smartgrade
- Microsoft 365 applications and associated platforms
- Maintain data accuracy across systems and investigate discrepancies where identified.
- Support the implementation, development and optimisation of academy data systems.

Compliance and Data Protection

- Support the Data Protection Lead in ensuring compliance with:
 - UK GDPR
 - Data Protection Act requirements
 - Trust policies and procedures
- Support the processing of data requests from external stakeholders.
- Ensure the secure handling, storage and transfer of personal data.
- Maintain appropriate records and documentation relating to data management processes.

Quality Assurance

- Monitor the accuracy and quality of academy data.
- Develop processes to improve data integrity and consistency.
- Carry out regular validation checks and audits.
- Support continuous improvement of data systems and reporting procedures.

Training and Support

- Provide advice, guidance and support to staff in the use of academy data systems.
- Support middle leaders in the creation, interpretation and use of departmental, attendance and behaviour data.
- Deliver training where appropriate on reporting tools and data processes.
- Support staff in developing confidence and competence in data-informed decision-making.

Communication

- Act as a key point of contact for data-related matters across both academies.
- Liaise with:
 - Senior leaders
 - Middle leaders
 - Administrative teams

Principal: Mr Leon Lima

Glenmoor & Winton Academies is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Glenmoor & Winton Academies
Beswick Avenue
Bournemouth
Dorset
BH10 4EX
t: 01202 527 818
e: info@glenmoorandwinton.org.uk

w: glenmoorandwinton.org.uk



- Trust colleagues
 - External agencies and partners
- Ensure data reporting is timely, accurate and responsive to academy needs.

Safeguarding

- Promote and safeguard the welfare of children in accordance with statutory guidance.
- Ensure that all data handling practices support the safeguarding and wellbeing of pupils.
- Maintain confidentiality and professionalism when handling sensitive information.

General Responsibilities

- Support the ethos and values of Glenmoor and Winton Academies and United Learning.
- Work collaboratively with staff across both academies and the wider Trust.
- Participate in relevant meetings, training and professional development activities.
- Keep up to date with developments in data management, reporting technologies and data protection requirements.
- Undertake any other reasonable duties as directed by the Data Director or senior leadership team.

Principal: Mr Leon Lima

Glenmoor & Winton Academies is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Glenmoor & Winton Academies
Beswick Avenue
Bournemouth
Dorset
BH10 4EX

t: 01202 527 818
e: info@glenmoorandwinton.org.uk

w: glenmoorandwinton.org.uk