

Data Manager and Systems Lead – Job Description

Reporting to: The Exams and Timetable Manager

Band/ Scale: Band 4, SCP 11-17

Hours of Work: 37 hours per week, term time plus 1 week to be worked in the August results week.

Core purpose

- To maintain and operate the school's data systems so that student, staff and assessment information is accurate, secure and up to date.
- To provide reliable data, reports and administrative support that enable leaders, teachers and external agencies to monitor progress, interventions and outcomes
- To support the smooth running of statutory processes, including census returns, examinations, and Pupil Premium and intervention tracking
- Act as the School's Student Systems manager, providing specialist guidance on MIS systems, maintaining data integrity, and ensuring that statutory, regulatory, and operational obligations are met across the school.

Specific areas of responsibility and key tasks:

Data Systems & Operational Support

- Maintain and operate the school's Management Information System (MIS/SMIS) and associated data platforms.
- Act as a key point of contact for staff requiring support with data systems, providing guidance and troubleshooting where needed.
- Keep up to date with system updates and new functionality and share relevant information with staff.
- Support the Assistant Head (SLT Data Link) with the ongoing review and improvement of data systems, processes and workflows.
- Support the setup and operation of key system modules (e.g. Behaviour, Assessment, Reporting and Interventions) in line with school policies and procedures.

Data Accuracy, Security & Compliance

- Maintain accurate, up-to-date and secure student and staff records in line with GDPR, safeguarding and data protection requirements.
- Manage staff access rights and permissions within the MIS, including adding new users, updating roles and carrying out routine audits.
- Ensure core student data (including attendance, SEND, Pupil Premium, EAL and ethnicity) is accurately recorded and updated.
- Support the transfer, upload and checking of data between the MIS and linked systems

Data Management, Reporting & Information

- Maintain and update academic, pastoral and intervention data, including marksheets, targets, reports and exam results.
- Produce routine and ad-hoc reports for Senior and Middle Leaders, Governors, the Trust and external agencies as required.
- Provide data in accessible formats (e.g. spreadsheets, dashboards and reports) to support monitoring, review and improvement.
- Ensure data for parents and carers is accurate and available through online portals and reporting systems.

Assessment, Targets & Departmental Support

- Support departments with the setup and maintenance of assessment marksheets and data entry.
- Collate and check academic data to support target-setting, data collections and quality assurance.
- Provide practical support to middle leaders and staff in using data systems and understanding reports.

Interventions, Pupil Premium & Impact Tracking

- Maintain records for targeted student interventions, including the ACE programme and whole-school literacy and numeracy interventions.
- Update and manage centralised systems used to record intervention participation, progress and outcomes.

Census, Statutory Returns & External Data

- Prepare and run statutory school census returns in line with Department for Education deadlines.
- Support the completion and submission of required data returns to the Trust, Local Authority and DfE.

Exams & Results Support

- Provide administrative and systems support to the Examination Officer, under their direction.
- Support results days and post-results services, including the processing of remarks, appeals and scripts.

Student Systems

- Have responsibility for the management, integrity and accuracy of student data within the school's MIS, including the admission of new starters, processing authorised changes, and ensuring compliance with data protection requirements.
- Maintain and quality-assure statutory student data within the MIS, including pupil characteristics reported through the School Census (e.g. Pupil Premium, SEN, EAL, ethnicity), ensuring accuracy for funding, accountability and inspection purposes.
- Act as the school's primary MIS systems expert and point of contact, providing advice and guidance to staff, resolving data-related issues, and maintaining up-to-date specialist knowledge through relevant training and professional development.

- Work strategically with the Assistant Head responsible for reporting to manage whole-school data collections, including progress, attainment and pastoral reports, ensuring systems are correctly configured, staff deadlines are met, and outputs are accurate and fit for purpose.

Professional Responsibilities

- Work in line with school policies, procedures and data protection requirements.
- Line manages reprographics.
- Carry out any other reasonable duties as directed by the Headteacher.
- The duties of the post may be reviewed to meet the changing needs of the school.

The responsibilities of the post may be reviewed and modified in light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

Person Specification – Data Manager and Systems Lead

Qualifications and Training	Essential	Desirable
A minimum of 5 GCSEs at C grade or above (including Maths and English).	✓	
Relevant CPD (data, ICT, admin)		✓
Degree-level qualification		✓
Experience	Essential	Desirable
Experience using/managing MIS/ SMIS systems		✓
Experience ensuring data accuracy, producing & analysing reports	✓	
Experience supporting exams processes		✓
Assessment/academic data experience		✓
Experience in education setting		✓
Knowledge and Understanding	Essential	Desirable
Understanding of data management principles	✓	
Knowledge of GDPR & safeguarding		✓
Knowledge of assessment & progress tracking		✓
Knowledge of pupil characteristics (PP/SEN/EAL)		✓
Knowledge of DfE statutory returns		✓
Skills and Abilities	Essential	Desirable
High digital literacy (Excel, databases)	✓	
Ability to maintain accurate & secure data		✓
Ability to prioritise/manage deadlines	✓	
Ability to train/support staff		✓
Problem-solving skills and high attention to detail	✓	
Personal Qualities	Essential	Desirable
Professional, proactive & reflective	✓	
Confident & maintains confidentiality	✓	
Calm, organised & methodical	✓	
Collaborative working approach	✓	
Commitment to ongoing training	✓	
Other requirements	Essential	Desirable
Commitment to safeguarding	✓	
Willingness to work flexibly (incl. August)	✓	
Ability to adapt to changing needs	✓	