



JOB DESCRIPTION

Post Title	Data Manager
Main Job Purpose	Manage the MIS pupil records system ensuring data is accurate and current.
Grade	Grade 6, Point 15 - 20
Working hours	35 hours a week Term Time only + 1 week (some flexibility may be considered)

Main Duties	
➤ Manage and maintain the school's Management Information System (MIS), ensuring that all student, staff and curriculum data is accurate, complete, secure and up to date. ➤ Act as the school's lead administrator for the MIS, including the configuration, maintenance, testing and implementation of system updates and enhancements. ➤ Manage user access permissions and security settings in accordance with GDPR, Data Protection legislation and Trust policies. ➤ Coordinate the accurate recording and maintenance of student admission, enrolment, transfer and leaver data. ➤ Liaise with Local Authorities, feeder schools, parents/carers and external agencies to ensure the timely exchange of student information. ➤ Support the allocation of students to teaching groups and classes, working closely with pastoral leaders, curriculum leaders, and senior staff. ➤ Assist with the creation, m ➤ Maintenance and publication of student timetables through the school MIS, ensuring all students have a complete and accurate timetable. ➤ Support the annual timetable and curriculum planning process as required. ➤ Lead the preparation, validation and submission of the School Census and other statutory data returns in accordance with DfE requirements and published deadlines. ➤ Lead the preparation, validation and submission of the annual School Workforce Census and any other workforce data returns. ➤ Ensure the school remains compliant with DfE, ESFA, Local Authority and Trust data requirements. ➤ Maintain a comprehensive understanding of current legislation, guidance and best practice relating to data protection, information management, and educational data. ➤ Manage the collection, validation, and maintenance of internal and external assessment data within the MIS. ➤ Create and maintain assessment mark sheets, data collection templates, and reporting frameworks to support the school's assessment processes. ➤ Produce accurate and timely reports, dashboards and data analyses to support senior leaders, governors, heads of faculty and pastoral leaders in monitoring student progress, attainment, attendance and behaviour. ➤ Support the quality assurance of assessment and reporting data by identifying and resolving discrepancies. ➤ Monitor assessment of collection deadlines and liaise with relevant staff to ensure timely completion of data entry. ➤ Manage the uploading, downloading, validation and maintenance of student and assessment data within external systems, including GL Assessment, FFT Aspire, and other benchmarking and	

assessment platforms. Produce and analyse reports from these systems to support student progress tracking, target setting, curriculum planning, and school self-evaluation. ➤ Design, develop and maintain complex spreadsheets, databases and reporting tools to meet school and Trust requirements. ➤ Maintain accurate records relating to pupil premium eligibility and Free School Meal entitlement, ensuring data is updated promptly. ➤ Administer related student identification systems, including canteen payment systems and access cards where applicable. ➤ Support the school's pupil premium and attendance monitoring processes through the provision of accurate pupil data. ➤ Produce regular and ad hoc reports for senior leaders, governors, Trust colleagues and external agencies. ➤ Manage data exports, imports, and transfers between internal and external systems, ensuring compliance with data protection requirements. ➤ Ensure confidentiality and security of sensitive information at all times. ➤ Comply with safeguarding, child protection, health and safety, data protection and Trust policies and procedures. ➤ Promote and safeguard the welfare of children and young people in accordance with statutory guidance and school policies. ➤ Undertake such other duties as may reasonably be required by the Headteacher, Senior Operating Officer, commensurate with the grade and responsibilities of the post.	
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Supervision and Management	The jobholder does not have full regular responsibility for staff.
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Creativity and Innovation	The jobholder works within school procedures, policies and approved methods but sometimes must interpret these to deal with a problem. Some innovation is required.
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Decision Making	The jobholder is expected to follow school procedures to resolve routine problems encountered in the job but to seek assistance, or approval to their recommendations, for anything more unusual.
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Key Contacts and Relationships	The jobholder will develop and maintain working relationships with other colleagues. There will also be an exchange of information with teachers and other staff.
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Resources	The jobholder is expected to use school resources appropriately and with care but is not personally accountable for their overall security.
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Working Environment	The jobholder is based in an area where there are very limited health and safety hazards.
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Person Specification	
Experience	➤ Experience of using, creating and developing complex spreadsheets, including advanced formulas, data validation, pivot tables, conditional formatting and reporting functions. ➤ Experience of analysing, interpreting and manipulating data from a variety of sources to produce accurate reports and support decision-making. ➤ Experience of managing large datasets and maintaining data accuracy. ➤ Experience of working with a Management Information System (MIS) in an educational or comparable environment. Desirable ➤ Experience of working within a secondary school or educational setting ➤ Experience of census returns and statutory data submissions. ➤ Experience of timetable management and curriculum data administration

Qualifications

- GCSEs or equivalent including English and Maths
- Evidence of relevant training or willingness to undertake training (e.g. safeguarding, GDPR)
- Training in the use of school MIS systems (e.g. Bromcom, SIMS, Arbor).

Knowledge & Skills

- Excellent knowledge of Management Information Systems (MIS), ideally Bromcom.
- Advanced proficiency in Microsoft Excel and competent use of Microsoft Office applications, including Word, Outlook and Teams.
- Strong understanding of data management principles and reporting methodologies.
- Good understanding of curriculum structures, pupil assessment processes, attendance monitoring and school performance measures.
- Knowledge of statutory school data returns, including School Census requirements.
- Sound understanding of data protection legislation, including UK GDPR and the Data Protection Act 2018.
- Understanding of safeguarding principles and child protection responsibilities within an educational setting.
- Excellent organisational, planning and time management skills.
- Ability to maintain accurate records and work with a high degree of attention to detail.
- Strong analytical and problem-solving skills.
- Ability to communicate complex data clearly and effectively to a range of audiences.
- Ability to prioritise competing deadlines and work effectively under pressure.

Personal Qualities

- Professional, approachable and committed to providing a high-quality service.
- High level of integrity, discretion and confidentiality.
- Ability to work independently using initiative and judgement.
- Ability to work collaboratively as part of a wider team.
- Flexible, adaptable and responsive to changing priorities.
- Meticulous attention to detail and commitment to accuracy.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Commitment to equality, diversity and inclusion.

Additional Information

This job description may be amended in consultation with the postholder to reflect the evolving needs of the Trust and its schools.