



### Batley Multi Academy Trust - Job Description

<b>Trust/School Post:</b>	<b>Batley Grammar School</b>
<b>Department:</b>	<b>Associate Staff</b>
<b>Post:</b>	<b>Data, MIS and Admissions Manager</b>
<b>Grade:</b>	<b>Grade 9</b>
<b>Accountable to:</b>	<b>Deputy Headteacher</b>
<b>Responsible for:</b>	<b>N/a</b>
<b>Purpose of Job</b>	
<ul style="list-style-type: none"> <li>● To be responsible for the day-to-day operation and strategic management of the School's Management Information System (<b>Arbor</b>), ensuring all data, assessment, and curriculum information is accurate, up to date, and compliant with statutory requirements.</li> <li>● To lead on and ensure the effective administration of the admissions processes at key entry points and for in-year applications.</li> <li>● To provide learner assessments and progress reports on a regular basis for the Senior Leadership Team, Curriculum Leaders, teaching colleagues, learners, parents, and carers.</li> <li>● To provide appropriate technical support and training to colleagues in using the MIS software and interpreting data.</li> <li>● To ensure statutory reporting of key data, including the School Census, to external agencies such as Local Authorities and the DfE is accurate and completed on time.</li> <li>● To provide a strong link for the sharing and benchmarking of data across the Batley Multi Academy Trust.</li> </ul>	

## Responsibilities

### Key Duties and Responsibilities

- **Data & MIS Management (Arbor):**

- Lead on the management and maintenance of the Arbor MIS, ensuring data integrity across all modules.
- Identify, collect, and analyse data on learner achievement across all key stages.
- Maintain an accurate and comprehensive database of learner and staff information.
- Set up and maintain an appropriate database structure to store achievement and progress data, facilitating the school's ability to collate, record, report, and analyse information effectively.
- Carry out regular data cleanses and audits to ensure the accuracy of all stored information.

- **Statutory Returns & Trust Collaboration:**

- Prepare, validate, and support the submission of all statutory data returns, including the DfE School Census, Workforce Census, and LA returns, using systems such as DfE COLLECT and S2S.
- Act as a central point of contact for the Batley Multi Academy Trust to ensure consistent data sharing and collaborative analysis across the Trust.
- Monitor the school's Kirklees Council Anycomms+ secure data transfer system and forward information to appropriate colleagues.

- **Admissions:**

- Manage and oversee admin processes for school admissions at key entry points (Year 7 and Reception/Primary where applicable) and for all in-year admission processes.
- Ensure all admissions data is accurately recorded in Arbor and that statutory timelines for admissions reporting are met.
- Liaise with the Local Authority admissions team to ensure a seamless transition for new learners.

- **Assessment & Reporting:**

- Maintain a calendar of examinations and assessments.
- Undertake detailed analysis of examination results (GCSE, KS2, etc.) as soon as data is available, informing the relevant SLT members immediately.
- Produce summaries and visual analyses of results for school publications, governors, and Trust-wide reviews.
- Use various platforms (including Arbor, FFT, SISRA, and PiXL) to provide value-added information and support individual and corporate

target-setting.

- Stay abreast of changes in assessment data, progress measures, and DfE/Exam Board requirements.

- **Operational Support:**

- Support the Headteacher and Senior Leadership Team in developing data-driven solutions and recommending actions for school improvement.
- Set up and manage the online parents' evening booking system, ensuring parents are invited and appointments are scheduled efficiently.
- Utilise professional resources such as **The Key for School Leaders**, **FFT Aspire**, and **Arbor HQ** to stay informed on best practices and support recruitment/benchmarking activities.
- Ensure strict compliance with the Data Protection Act 2018 and UK GDPR in all data handling.
- Work closely with the Examinations Officer on areas of overlapping responsibility, including results day administration.

**Additional Information**

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- Promote and actively support the school's responsibilities towards safeguarding.
- Develop and maintain an awareness of mental health issues affecting colleagues and young people, acting in a supportive way that enables openness.

**Batley Multi Academy Trust - Employee Specification**

<b>Post: Data, MIS and Admissions Manager</b>	<b>Grade: 9</b>
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

<b>Qualifications, Skills, Experience</b>	<b>Essential/ Desirable</b>	<b>Method of Assessment</b>
Educated to degree level or demonstrable similar level of experience.	Desirable	Certificates
A-level qualification or equivalent.	Essential	Application Form/Selection Process
Significant experience in a similar data management role within an educational setting.	Essential	Application Form/Selection Process
<b>Experience using Arbor MIS</b> , specifically for assessment, census, and admissions modules.	Desirable	Application Form/Selection Process
Skilled in the advanced use of MS Excel (including complex formulae, VLOOKUPS, and pivot tables).	Essential	Application Form/Selection Process
Experience in preparing and submitting statutory returns (e.g., School Census).	Essential	Application Form/Selection Process
Experience with admissions procedures and statutory requirements.	Desirable	Application Form/Selection Process

<b>Performance Attributes</b> <i>Please note, all the following criteria are <b>essential</b></i>	<b>Method of Assessment</b>
Organises own workload with minimum supervision to meet strict statutory and school deadlines.	Application Form/Selection Process
High level of ICT literacy and data entry accuracy.	Application Form/Selection Process
Strong interpersonal skills; able to explain complex data to non-technical colleagues.	Application Form/Selection Process
Works with high levels of integrity, confidentiality, and professionalism.	Application Form/Selection Process
Flexible approach to adapt to changes in DfE policy or school systems in a positive manner.	Application Form/Selection Process
Resilient and able to work effectively under pressure during peak periods (e.g., Results Days, Census).	Application Form/Selection Process