

THE HOLT SCHOOL JOB DESCRIPTION



Job Title:	Data Manager	Name:	
Reports to:	Assistant Headteacher	Reviewed:	September 2026
Grade/Pay Scale:	Grade 7	Hours of work/FTE	35 hrs term time only, plus 2 weeks in the summer holidays and a September Inset day.
Employment Status	permanent	Work Pattern:	8.30 am – 4.00pm

To be line managed by: Assistant Headteacher

At The Holt School this will involve:

1. To lead a data team and ensure the smooth administration of data and Arbor in school including admissions, student data and the processing of headline data.
2. To plan, schedule and update the timetable in collaboration with the Assistant Headteacher responsible.
3. To co-ordinate the distribution of sets lists to subject leaders.
4. To be responsible for the production of school reports and reviews for Years 7 to 13 and give advice to departmental staff as required.
5. To be responsible for the maintenance of the pupil information database, entering admissions using Applica or Arbor, including pre-admissions, UPNs, leavers and editing information and completing year-end preparation.
6. To support the KS5 team's use of Applica for 6th form enrolment.
7. To maintain the academic database which includes class lists, form lists and individual timetables.
8. To run the census report.
9. To have an oversight of Arbor Student and Arbor Parent or equivalent so it is used effectively by parents.
10. To have an oversight of the use of Arbor and use in communication with parents
11. To coordinate the allocation of detentions on a daily basis and maintain the available detention lists
12. To produce a data pack following every review cycle.
13. Produce data for reports to trustees including attainment and progress, behaviour, attendance, disadvantaged and FSM students, and on-roll analysis.
14. To coordinate and run the termly certificates.
15. Assist GDPR Officer in maintaining compliance in record keeping.
16. Assist with Trustee ballot
17. To be a member of the support staff team, supporting other members as necessary.

18. Assist on summer results days and Sixth Form enrolment.

19. To undertake other duties as requested by the Co-Headteachers after discussion and agreement of the post holder.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation.

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

Person Specification: Student Support Assistant	Essential	Desirable
Education		
5 GCSEs or equivalent (Grade 4/C or above in Mathematics and English)	✓	
Excellent IT skills - extensive knowledge of Word, Excel and Outlook	✓	

Skills		
High level of organisational skills – identify and solve problems	✓	
Efficient administrator – to know when to take the initiative	✓	
Flexible and adaptable – be able to think on your feet	✓	
Good communication skills – orally and written	✓	

Personal Qualities:		
Discrete and confidential	✓	
Excellent relationships with students and colleagues	✓	

Committed to:		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
CPSD (continuing professional self-development)		✓