



Job Title: Data Manager  
Salary: Scale Point 32-36 £42,839 - £47181 FTE  
Actual Salary £39,197 - £43,169  
Permanent Term Time Only + 2 weeks, 37 hours per week  
Location: Yardley Wood, Birmingham  
Start: September 26, early start considered

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### Job Description:

Responsible to the Assistant Headteacher – Assessment & Data

*Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.*

### Core Purpose

The Data Manager will lead the management and strategic use of the school's data systems, including Arbor MIS, Microsoft Power BI, and SISRA Analytics, ensuring high-quality data supports teaching, learning, and school improvement.

### Key Responsibilities

#### Data Systems & Management

- Lead the administration and development of Arbor MIS, ensuring accuracy, security, and effective use.
- Support the management and implementation of timetable changes within Arbor, including updating student timetables, classes, and staff allocations in collaboration with the timetabler.
- Manage data integrity, statutory returns (including Census), and GDPR compliance.
- Oversee integration with other school systems and maintain clear documentation.

#### Reporting & Analysis

- Design and manage assessment and reporting processes.
- Produce clear, accurate reports on attendance, behaviour, attainment, and progress.
- Monitor key measures (e.g. Progress 8, Attainment 8) and support intervention planning.

#### Power BI & Data Visualisation

- Develop and maintain dashboards using Microsoft Power BI.
- Create accessible, user-friendly reports to support SLT, middle leaders, and governors.
- Improve data accessibility and promote a data-informed culture.

**SISRA & Performance Tracking**

- Manage SISRA Analytics, including data uploads, validation, and reporting.
- Support staff in analysing performance data and identifying trends.
- Ensure consistency across Arbor, SISRA, and Power BI datasets.

**Exams & Strategic Support**

- Support exam data processes, including entries, results, and analysis.
- Provide data insights for school improvement, self-evaluation, and Ofsted.
- Benchmark performance against national data.

**Training & Support**

- Provide training and guidance to staff on data systems and reporting tools.
- Act as the main point of contact for data-related queries.

**Safeguarding Statement**

Christ Church Secondary Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.

**Other Specific Duties**

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.
- To support the Academy in meeting its requirements as a Church School.
- To have a record of excellent health, attendance and punctuality.

**This Job Description is current at the date shown but, in consultation with you, may be changed by the Headteacher, to reflect or anticipate changes in the job as the school grows to being fully open commensurate with the salary and job title.**

**Person Specification:**

Knowledge/Qualifications and Experience	Essential	Desirable
Experience using Arbor MIS in a school setting.	*	
Experience with Microsoft Power BI (or similar)	*	



Experience with SISRA Analytics.		*
Secondary school experience.		*
Knowledge of data modelling or visualisation tools.		*
Strong understanding of school data and performance measure	*	
Advanced Excel skills and high attention to detail.	*	
Ability to communicate data clearly to different audiences.		
Excellent IT skills including MS Office packages 5 GCSEs Grade C/5 above including English and Maths	*	
Effective communication with children, carers, and other professionals	*	
Clear communication skills, written and oral	*	
Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively within difficult situations	*	
Enthusiastic, motivated and committed	*	
Ability to work as part of a team	*	
Ability to work own initiative within departmental procedures	*	
Ability to work in a timely and efficient manner to agreed deadlines	*	