



# DATA MANAGER

## Harris CofE Academy

**Central MAT Office**  
The Diocese of Coventry Multi Academy Trust  
St James' C of E Academy  
Barbridge Road  
Bulkington  
Bedworth CV2 9PF

**Candidate  
Information  
DATA MANAGER**

*Together, pursuing life in all its fullness*

# Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,500 Multi Academy Trusts in England. The trust is now home to twenty-two academies spread across the Diocese of Coventry. This scale makes us one of the 100 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategic plan focuses on five key stakeholder groups and recognises that these groups will flourish together, far better than they will flourish alone. We aim to:

- Support colleagues to flourish
- Support children to flourish
- Support those involved with governance to flourish
- Support families to flourish
- Support the wider church school family to flourish

To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 5,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

**Michael Cowland, Chief Executive Officer**

# What our employees say about us...

In our 2024 staff survey, the Trust scored above national benchmarks in almost every area. Support from colleagues is a particular strength of working for us: our staff value the respect and support they receive from their colleagues. Leadership is also an area of significant strength and staff rate their leaders highly. Finally, job satisfaction and employee communication are rated highly and above national benchmarks.

## Staff support and relationships

How comfortable are you with asking your colleagues for help when you need it?	<b>93%</b>
How respected by your colleagues do you feel?	<b>91%</b>

## Leadership

Leadership dynamics	<b>10% higher than national benchmark</b>
Professional support from line manager	<b>3% higher than national benchmark</b>

## Job satisfaction and communication

Effective and regular communication with employees	<b>90%</b>
Job satisfaction	<b>5% higher than national benchmark</b>

## Diocese of Coventry

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Reverend April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.

*'Our schools are a hugely significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each and every person, and reflect God's desire for the world to be a better place for us all to live in. I believe they are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.'*

*As a Diocese, our 76 Church of England schools serve 18,500 children, and their families. The 2000 members of staff and all the volunteers who support, as governors, directors, and other contributors, are seeking to offer both an excellent education and ensure that all our young people have the opportunity to live life to the full. We aim to do this by living, telling and sharing the values of Jesus Christ. Thank you for being willing to share in this journey with us!*

**Bishop of Coventry**

# DATA MANAGER

## About the Role

The Trust is looking to appoint an inspirational and highly effective Data Manager who is committed to supporting Harris CofE Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £36,338 per annum (Actual), £44,075 (FTE), Grade M SCP28
- Monday-Friday, 8:30am to 4:00pm, Term Time +5 days
- Eligibility to join the Pension Scheme

## Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact recruitment directly on [recruitment@harris.covmat.org](mailto:recruitment@harris.covmat.org) for an informal discussion about the post.

Please note the closing date for applications is midnight, 12<sup>th</sup> April 2026. Interviews will take place shortly thereafter. Please apply through My New Term's online application process.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

# Job Description

## KEY PURPOSE

The Data Manager at Harris Church of England Academy plays a pivotal role in ensuring the accuracy, security, and effective use of data to support teaching, learning, and school improvement. As a Secondary School with 35% of students eligible for free school meals (FSM) and a Church of England ethos, the role is integral to promoting equity, inclusion, and excellence in education. The Data Manager will support the leadership team by providing timely, reliable data analyses that inform decision-making, track student progress, and comply with statutory requirements. This role directly supports the school's vision and values by enabling data-driven strategies that improve outcomes for all students, particularly those from disadvantaged backgrounds.

## ACCOUNTABILITIES

The appointee will be line managed by Deputy Headteacher.

## PRINCIPAL RESPONSIBILITIES

### Data Management and Compliance

- Maintain and update the school's Management Information Systems (currently Bromcom) ensuring the accuracy and confidentiality of all student data including personal details, attendance, assessment results, destinations, and other key metrics.
- To be the Bromcom system manager
- To import results and database information to and from systems such as FFT, CATS,4 Matrix and ALPs
- Ensure good reporting from other systems including Sisra, FFT
- Develop our timetable and options, including room utilisation
- Complete Statutory returns
- Ensure compliance with all statutory data requirements, Department for Education (DfE) data checking exercises and completing the school census twice yearly.
- Manage the administration of data in line with data protection legislation and school policies, while maintaining high standards of data security and confidentiality.

### Data Reporting and Analysis

- Create and disseminate weekly attendance and behaviour reports for the senior leadership team to inform interventions and attendance strategies.
- Work closely with the Deputy Headteacher for Curriculum and Data to produce dashboard reports following internal assessments, providing clear, actionable insights for curriculum leaders and teaching staff.
- Provide detailed data reports on key student groups to support effective tracking and targeted interventions, with particular attention to disadvantaged students and those with additional needs.
- Collaborate with the Examinations team to ensure accuracy of base data, exam entries, and related information, supporting smooth exam administration.
- Manage third-party data analysis systems such as SISRA and FFT, ensuring teaching staff have access to meaningful, up-to-date data to support progress tracking and planning.
- Produce and deliver high-quality parental reports after each assessment point to support home-school communication and student engagement.
- Produce high quality exam analysis, by target groups and subjects, including benchmarking against national.
- Generate ad hoc reports as required by the senior leadership team, Trust, local authority, or external

agencies.

- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns for the DfE, LEA and other agencies and stakeholders within statutory guidelines

### **Systems Development and User Support**

- Coordinate the collection, input, and validation of academic assessment data according to the school's data calendar.
- Provide training, guidance, and ongoing support for staff on the use of Bromcom, and associated data systems, including creating user guides and "how to" documentation.
- Support the development and refinement of efficient data tracking systems to enhance the effectiveness of progress monitoring and school improvement planning.

### **Inspection and Audit Support**

- Assist in the preparation and presentation of performance data for internal and external audits, inspections (including Ofsted), and Trust reporting.
- Ensure that all data-related processes and outputs align with the school's vision of excellence, equity, and community, rooted in Church of England values.

### **Skills and Competencies**

- Experience of working in a school environment is advantageous, but not essential: An ability to learn fast, and a willingness to be pro-active in professional development is essential.
- Data Management Expertise: Proven experience managing Management Information Systems (preferably Bromcom) or similar systems from other industries, relying upon accurate input and varied utilisation, with strong attention to detail and data accuracy.
- Analytical Skills: Ability to interpret complex data sets and produce clear, concise reports to inform leadership decisions.
- Technical Proficiency: Competent in using or adapting to third-party data analysis tools such as SISRA and FFT, and confident with Microsoft Office (advanced knowledge in Excel).
- Communication: Excellent written and verbal communication skills to effectively present data to staff, parents, and external agencies.
- Organisational Skills: Ability to manage multiple tasks and deadlines efficiently, including coordinating data collection and reporting cycles.
- Confidentiality and Professionalism: Maintain high standards of data security and confidentiality in line with GDPR and safeguarding policies.
- Teamwork: Collaborative approach, able to work closely with SLT, curriculum leaders, examinations team, and external partners.
- Commitment to Inclusion: Understand and support the school's vision and values, including promoting equity and supporting the progress of disadvantaged and vulnerable students.

### **Professional Development**

Harris Church of England Academy is committed to the continuous professional development of all staff. The Data Manager will have opportunities to:

- Engage in training related to data systems, analysis techniques, and safeguarding updates.
- Participate in professional networks within the Trust and local authority to share best practice and stay current with statutory requirements.
- Contribute to school improvement initiatives and strategic planning, gaining leadership and project

management experience.

- Develop skills aligned with the school's vision of nurturing every student's potential in an inclusive, values-driven environment.

### **Safeguarding**

Safeguarding is a paramount responsibility at Harris Church of England Academy. The Data Manager will:

- Uphold the school's safeguarding policies and procedures, ensuring the welfare and safety of all students.
- Work with the designated safeguarding lead (DSL) to share any concerns related to student data that may indicate safeguarding issues.
- Maintain confidentiality and professionalism when handling sensitive student information.
- Promote a culture within the school community where safeguarding and child protection are central to all activities and decisions.

### **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust, the Deputy CEO - Education will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

### **STRENGTHENING THE COMMUNITY**

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

**This will include:**

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives),

businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.

- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

## **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

**The Trust will ensure that:**

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

## **DATA PROTECTION**

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

# Person Specification

		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Personal Qualities, Qualifications and Experience</b>						
<b>Qualifications and Experience</b>						
1	GCSEs or equivalent in Maths & English	✓		✓	✓	
2	A Level Maths		✓			
3	Excellent IT, including advanced excel skills, numeracy and literacy and skills	✓		✓	✓	
4	Proven skills with at least 3 – 5 years' experience in a data driven role	✓		✓	✓	
5	Degree		✓	✓	✓	
<b>Professional Experience and Knowledge</b>						
1	Experience of working in a data management role	✓		✓	✓	✓
2	Experience of Microsoft Office packages including advanced excel skills	✓		✓	✓	✓
3	Experience data management/analyst	✓		✓	✓	✓
4	Experience and knowledge of statutory data reporting requirements		✓	✓	✓	✓
5	Experience and knowledge of producing a school timetable		✓	✓	✓	✓
6	Experience in using MIS systems to produce and analyse data		✓	✓	✓	✓
<b>Skills and Abilities</b>						
1	Knowledge of promoting inclusion and equal opportunities	✓		✓	✓	✓
2	Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload	✓		✓	✓	✓
3	Ability to work under pressure and meet deadlines	✓		✓	✓	✓
4	Excellent communication, presentation and interpersonal skills.	✓		✓	✓	✓
5	Excellent organisational and planning skills including the ability to be flexible in order to achieve targets	✓		✓	✓	✓
6	Ability to establish data management systems.	✓		✓	✓	✓
7	Proactive development of high quality data for leaders	✓		✓	✓	✓
<b>Personal Qualities</b>						
1	Ability to work on own initiative	✓		✓	✓	✓
2	Excellent personal organisation and self motivation	✓		✓	✓	✓

I (**name**) hereby confirm that I have received a copy of the Job Description for the post of **Data Manager**

Signed .....

Date .....

# Our Academies



**St Laurence's CofE Primary School**  
Old Church Road  
Coventry  
CV6 7ED



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**St Nicolas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Studley St Mary's CofE Academy**  
New Road, Studley  
B80 7ND



**Central MAT Office**  
The Diocese of Coventry Multi Academy Trust  
c/o St James CofE Academy  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**St John's CofE Academy**  
Winsford Avenue  
Coventry  
CV5 9HZ



**All Saints Bedworth CofE Academy & Nursery**  
Off the Priors, Mitchell Road  
Bedworth  
CV12 9HP



**Dunchurch Boughton CofE Junior Academy**  
Dew Close  
Dunchurch  
CV22 6NE



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



**Leamington Hastings CofE Academy**  
Birdingbury Road, Hill,  
Leamington Hastings, Rugby  
CV23 8EA



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB



**Long Itchington CofE Academy**  
Stockton Road  
Long Itchington, Southam  
CV47 9QP



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE



**Dunchurch Boughton CofE Infant Academy & Nursery**  
School Street  
Dunchurch  
CV22 6PA



**Ryton-on-Dunsmore Provost Williams CofE Academy**  
Sodens Avenue  
Ryton-on-Dunsmore  
CV8 3FF

