



Etonbury Academy Application Pack **Data Manager**





ETONBURY
ACADEMY



Welcome to Etonbury Academy

Our Vision

Etonbury is dedicated to delivering excellence in education. Our staff nurture well rounded, confident and responsible young people of whom we can all be proud. Individuals who have been inspired to achieve more than they ever believed possible. In partnership with families and the community, our goal is to create relevant learning opportunities for pupils- both inside and outside the classroom - that help learners develop knowledge and skills that enable them to become critical thinkers, who are prepared to make meaningful contributions to their local, national and global communities.

We do this by providing a welcoming, happy, safe and supportive environment in which everyone is equal and all achievements are celebrated. All staff members at Etonbury are fully committed to this vision.

The ETA Way

Everyone is respectful

Together we care

Always Aim Higher



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www.bestacademies.org.uk



INTRODUCTION

Welcome to Etonbury Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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Etonbury Academy

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www.etonbury.org.uk



ABOUT ETONBURY ACADEMY

Etonbury Academy is an extended secondary school with over 1150 pupils, located on the edge of the town of Arlesey, close to the Bedfordshire/Hertfordshire border and excellent train links to London. We provide a broad and extensive curriculum for children aged 9 to 18 years, including Sixth Form. **We are proud of our consistently high GCSE attainment and ambitious A Level provision, supporting students to achieve their aspirations and progress to top universities.**

We are a local school with a global outlook, preparing young people for the future. Our facilities, resources and specialist teaching are second-to-none. So too is our commitment to pastoral care.

This is a place where every child is safe, secure and supported. Every single member of our learning community – students, staff and parents – are part of our success story.

Our younger students join us in Year 5 at Etonbury Juniors, and move up to our secondary school in Year 7. With separate buildings for junior, secondary and Sixth Form, we provide a nurturing environment for all pupils to receive an excellent Etonbury Experience. We know our children, and together we make Etonbury Academy a school to be proud of.

We provide professional development for aspirational staff and access the teaching school, colleges and Apprenticeship Levy to make this happen. Our proven track record gives you every reason to consider Etonbury as the right school for you.

In our most recent Ofsted report (April 2025) inspectors said the following:

“Etonbury Academy is a welcoming and nurturing place to learn. Pupils enjoy coming to school and attend regularly. They value the warm, supportive relationships they build with staff. This helps them to feel safe, cared for and known as individuals. Pupils behave with great courtesy and respect. They hold doors open, listen carefully to each other in conversations and demonstrate consistently high levels of kindness towards others.”



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire.

We now educate more than 8,500 children across the area, from nursery age to advanced level study, and have over 700 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

www.bestacademies.org.uk/jobs

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



HOW TO APPLY

We use an application form, rather than asking for CVs, for all vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Data Manager

BASED AT: Etonbury Academy

RESPONSIBLE TO: Principal and Senior Leadership Team

SALARY: NJC 4E (Pt 17-22) Actual £29,034 - £31,539

HOURS: 37 hours per week, term-time only, plus 3 weeks during A-Level and GCSE exam results periods, and 5 training days

Job Purpose

The Data Manager is responsible for the strategic management, integrity, analysis and reporting of the school's data systems, ensuring accurate, timely and compliant information is available to support teaching, learning, assessment, admissions and school improvement. The role oversees the effective administration of the school's Management Information System (Bromcom) and associated platforms, providing expert support to senior leaders, staff and external agencies while ensuring compliance with statutory and data protection requirements.

Administration

- Management of the school's MIS (Bromcom) and other systems put in place.
- Responsible for setting up all reports required from the database and collecting, collating and exporting the data in the relevant format.
- Liaison with BEST Trust and Bromcom support over operational issues connected to the MIS software and keep up to date with developments.
- Be responsible for keeping up to date with all Bromcom modules.
- Manage use of the MCAS app, Bromcom Student App, and Bromcom Teacher App.
- The collection and collation of relevant accurate data for:
 - Student Records
 - Staff Records
 - Academic Data
 - Examinations and assessment
 - Attendance
 - Parental reporting
- Set up and maintain Bromcom marksheets for student assessments and academic data.
- To design and produce assessment reports.
- Manage all standardised testing including GL progress tests and NGRT tests, import results into Bromcom and distribute feedback.
- Coordinate with Testwise to facilitate the purchase of assessment packages.
- Maintenance of Testwise assessment papers and data, including download of assessment code and distribution to teacher staff ahead of assessment periods.



- Accurate entry, storage, manipulation and analysis of student data as required by the school's Senior Leadership Team.
- The completion of the School Census and other statistical returns required by CBC and the DFE
- Maintain the school's systems for recording, monitoring and reporting on attendance.
- To complete and send returns on Examination Results days to the BEST trust and CBC.
- Management and maintenance of school subscriptions requiring database access via Wonde (e.g. FFT Aspire, GL Assessment, Juniper Education, Seneca, MathsWatch, Unifrog, Times Tables Rock Stars, TES - Provision Map)
- Organisation and collation of data for annual student, staff and parent surveys.
- Academic Management in Bromcom to include managing courses and preparing the database for the end of year rollover including pastoral and academic promotion.

School Timetable

- Maintain the whole school timetable through updates on NOVA T and Bromcom.
- Importing timetables into Bromcom and managing academic structures (courses, student changes, rotations, interventions etc.)
- Responsibility for updating Bromcom with room timetable and non-class information (e.g. meetings, mentoring sessions, clubs, interventions etc.)
- Preparing and maintaining the school duty rota.
- Support with the scheduling of internal assessments

Admissions

- To manage the admissions process and manage the admissions & administration assistant.
- Liaise with CBC admissions team and run the admissions process for in year admissions joining and leaving the school.
- Contact parents and facilitate data collection via new starter forms
- Gather additional information from DFE where available eg. KS2 SATs results, census data.
- Communicate with schools to facilitate sharing of CTF and school files.
- Communicate with SENDCO, safeguarding team, and pastoral teams to ensure smooth transitions for new admissions.
- Ensure new students are set up with all required accounts.

Assessment Recording and Reporting

- Work with the Assistant Principal in charge of data and assessment to plan and oversee whole school reporting at regular intervals.
- Ensure that instructions are distributed and training on data drops for teachers and other staff is arranged and delivered.
- Set clear and workable deadlines for data drops and producing reports to defined timescales.
- Produce summaries and analysis of report data for middle leaders and SLT.
- Liaise with SEND and PP leads to ensure accurate, compliant, and up-to-date tracking of SEND and PP students.

Examinations

- Support the examinations officer across the school.



Tracking and Analysis

- Maintain and update SISRA and school data summary reports after each data drop.
- Develop, maintain, update Power Bi dashboards in Bromcom for academic, behaviour, and attendance data.
- Update and maintain DESK dashboard with academic, behaviour, attendance, and enrichment data.

Data

- To be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the School's systems.
- To manage and maintain the school archive and student files, including sending files for leavers and collecting files for new admissions.

General

- Share best practice with all stakeholders and liaise with other academies.
- Promote and support the academy's policies and procedures and ensure compliance.
- Participate in the performance management scheme.
- Promote and support the development of the academies Equality Policy.
- Other related or required support functions as may be required from time to time commensurate with the role.



	Essential	Desirable
Qualifications	Educated to GCSE level (or equivalent) with English and maths at grades A*-C	
Skills	Excellent IT skills, strong knowledge of Microsoft Office particularly Excel Good communication and interpersonal skills - working with staff, students and parents Excellent written and oral communication skills High level of personal organisation and the ability to work without close supervision Ability to meet tight deadlines under pressure	
Experience	Knowledge and understanding of the data requirements of schools Experience of data input and manipulation Experience of working with Bromcom or similar MIS Expertise in Microsoft Office and Google Suite	Knowledge of SISRA Knowledge of educational tools such as Google Classroom or similar educational platforms Experience of school examination systems and if required working collaboratively with examinations officers to support the effective delivery of examination processes.
Personal Attributes	Willingness to be flexible Calm, confident, and understanding Able to work with a sense of urgency Ability to maintain confidentiality at all times	
Other	Appropriate DBS clearance (before the post is taken up)	

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.

