

Job Description



Post:	Data Manager
Salary Scale:	Cumberland Council SCP 8
Reporting to:	School Business Manager
Hours:	37 hours per week [working pattern to be agreed] Term time [38 weeks per year] plus 4 weeks

To lead and coordinate the school's pupil data, assessment and management information systems, ensuring that information held within Arbor and associated systems is accurate, secure, timely and used effectively to support teaching, intervention, accountability and strategic decision-making.

The postholder will manage Arbor as the school's core MIS, coordinate whole-school assessment and reporting cycles, administer SISRA and ClassCharts, complete statutory pupil data returns and provide clear reports and analysis for the Headteacher, Senior Leadership Team, governors, the Trust and other stakeholders. The role will work closely with the senior leader responsible for achievement and assessment alongside curriculum, pastoral, examinations, attendance and administrative colleagues.

This is a key whole-school role requiring excellent analytical ability, meticulous attention to detail, strong systems knowledge and the confidence to explain complex information clearly to colleagues with different levels of data expertise.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Management Information System (MIS) and data quality

- Act as the school's lead user and administrator for Arbor, ensuring that the MIS is configured, maintained and used consistently and effectively across the school.
- Maintain accurate, complete and up-to-date pupil records, including personal, demographic, curriculum, teaching group, pastoral and statutory information.
- Lead the annual academic promotion and rollover process, including year-group promotion, tutor and teaching group changes, curriculum structures and other agreed system updates.
- Establish and maintain robust routines for checking, validating and cleansing data, resolving errors promptly and maintaining a clear audit trail of significant amendments.
- Manage the secure import, export, synchronisation and transfer of data between Arbor and other approved school systems, including SISRA, ClassCharts, examinations, safeguarding, attendance and communication platforms.
- Manage user accounts, access and permissions for Arbor, SISRA and other key systems in liaison with the IT team, ensuring access is appropriate to each user's role and responsibilities.
- Liaise with the Trust, local authority, DfE, Arbor, SISRA, and other software providers or support services to resolve system issues and implement required updates or developments.
- Produce and maintain clear guidance, procedures and data-entry standards so that information is recorded consistently across the school.

Assessment data and reporting cycles

- Coordinate the whole-school assessment calendar and data collection cycles in partnership with the senior leader responsible for achievement.
- Build and issue assessment marksheets and data-entry templates within Arbor, communicate deadlines and monitor completion across all departments and year groups.
- Validate submitted assessment information, identify missing or anomalous data and work with curriculum leaders to ensure that records are complete and accurate.
- Extract, import and manage assessment and examination data within SISRA, maintaining the platform and ensuring that student, subject, qualification and results structures are accurate and up to date.
- Collate Key Stage 2 prior-attainment information and other baseline data for new students and support senior and curriculum leaders with its appropriate use, including Year 7 setting and transition planning.

- Coordinate the production and issue of progress reports to parents and carers through Arbor, including managing templates and schedules and checking data completeness and the accuracy of published information.
- Review assessment and reporting processes regularly and recommend practical improvements to SLT.

Analysis and strategic reporting

- Create clear, accurate and timely reports, dashboards and presentations for the Headteacher and SLT on attainment, progress, assessment, behaviour, rewards, attendance, suspensions and other agreed school priorities.
- Analyse performance at whole-school, year-group, subject, teaching-group and pupil level, including outcomes for disadvantaged pupils, students with SEND, prior-attainment groups and other key cohorts, highlighting significant trends, gaps, risks and areas requiring further investigation.
- Provide curriculum and pastoral leaders with agreed reports and pupil-level information to support intervention, monitoring and evaluation.
- Support SLT with data required for school self-evaluation, improvement planning, governor and Trust reporting, inspection preparation and external accountability.
- Produce timely analysis following internal examinations, mock examinations and public examination results, working closely with the Exams Officer and relevant senior leaders.
- Gather information and prepare reports or supporting documentation in response to authorised internal and external requests.

Statutory returns and external data collections

- Lead the preparation, validation and timely completion of the school census and other statutory pupil data returns, ensuring that errors and queries are resolved before submission and Headteacher authorisation.
- Maintain an annual calendar of statutory returns and significant data deadlines, communicating requirements to relevant colleagues in sufficient time.
- Check pupil data that may affect funding, accountability or statutory reporting, working with the appropriate lead to confirm accuracy and supporting evidence.
- Review statistical reports and data received from the DfE, local authority, Trust and other public bodies, identifying discrepancies and coordinating corrections where required.
- Support relevant colleagues with other statutory or regulatory data collections where responsibilities overlap.

Admissions, transitions and pupil record transfers

- Manage the data administration associated with students joining or leaving the school, including the creation and closure of pupil records, UPNs, Common Transfer Files and secure transfer of information.
- Coordinate the collation and import of data for the new Year 7 intake and in-year admissions, liaising with admissions colleagues, feeder schools, families and the local authority as appropriate.
- Undertake annual pupil and parent data-checking exercises and ensure authorised amendments are recorded promptly and accurately.
- Provide accurate pupil, class and group information to support transition, curriculum planning, timetable processes and the start of each academic year.

Systems support, training and continuous improvement

- Provide responsive advice and support to staff using Arbor and other school systems, assessment processes and associated reporting tools.
- Deliver induction, training and refresher guidance for staff on school data systems, accurate data entry, assessment processes and the effective use of agreed reports.
- Lead or support the implementation of new data systems, integrations and dashboards, working with IT colleagues, the Trust and suppliers to map data, test upgrades and assure data quality before wider implementation.
- Identify opportunities to streamline processes, reduce duplication and improve the accessibility, reliability and usefulness of school information.
- Maintain appropriate business-continuity documentation for essential data processes and key annual tasks.

Data protection, confidentiality and safeguarding

- Handle personal and sensitive information securely and confidentially, in accordance with UK GDPR, the Data Protection Act 2018, school and Trust policies and agreed retention arrangements.
- Ensure that pupil data is shared only with authorised recipients, through approved secure methods and for a legitimate school purpose.
- Work with the Business Manager and relevant leaders to address data-quality, access, retention or information-governance concerns.
- Comply with all school policies and procedures relating to safeguarding, child protection, health and safety, security, equality and confidentiality, reporting concerns to the appropriate person.

School Ethos

- Play a full part in the school community, support its distinctive Mission and encourage students to follow this example.
- Support the school in meeting its legal requirements for worship and attend year or whole-school acts of worship as requested.
- Contribute, where appropriate, to implementing the policies and practices of the school and promote collective responsibility for their implementation.
- Participate in training and professional development relevant to the role.
- Undertake any other duty commensurate with the grade and responsibilities of the post, as reasonably required by the Headteacher.

Further Information

Conditions of Service

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

These duties may be amended as necessary at the discretion of the Headteacher in light of the future development of the school.

The creation of a truly Christian environment in which the Gospel is lived and experienced by all members of its community is the central aim of St Joseph's. All applicants are expected to be supportive of this central aim.

Safeguarding Children

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found on the Ministry of Justice website.

Additional Information

All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate.

Person Specification



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Criteria	Essential	Desirable
Qualifications		
Good general level of education, including GCSE English and Mathematics at grade C/4 or above, or equivalent.	X	
Relevant Level 3 or higher qualification in data management, business administration, information systems or a related field, or equivalent experience.		X
Training or accreditation in a school MIS, assessment analysis system or advanced spreadsheet use.		X
Willingness to undertake training and continuing professional development relevant to the role.	X	
Experience		
Experience of managing, maintaining or administering a substantial database or management information system.	X	
Experience of coordinating complex data collection processes and meeting fixed deadlines.	X	
Experience of producing accurate reports, dashboards or analysis for senior leaders or decision-makers.	X	
Experience of checking, validating and cleansing large volumes of data.	X	
Experience of handling confidential and sensitive personal information.	X	
Experience of working in a secondary school, academy, college or similarly regulated environment.		X
Experience of administering a school MIS, ideally Arbor, including pupil records, user access, reporting and annual rollover.		X
Experience of managing school assessment data and using SISRA or equivalent analysis software.		X
Experience of completing school census or other statutory education data returns.		X
Experience of working with public examination or results data.		X
Skills and Knowledge		
Excellent numerical and analytical skills, with the ability to identify patterns, anomalies, risks and significant trends.	X	
Advanced and confident use of Microsoft Excel or equivalent, including formulas, filtering, lookups, pivot tables and data presentation.	X	
Ability to draw logical and accurate conclusions from complex information and explain findings clearly to non-specialists.	X	
Meticulous attention to detail and a strong commitment to data accuracy and quality assurance.	X	
Strong organisational and project-coordination skills, with the ability to plan annual cycles, prioritise competing demands and meet non-negotiable deadlines.	X	
Ability to learn new software quickly, troubleshoot system issues and work constructively with technical support providers.	X	
Ability to create clear, accessible reports and presentations for different audiences.	X	
Knowledge of secondary-school assessment, pupil progress measures, performance data and the use of data to support improvement.		X
Knowledge of statutory school data collections, pupil records and data-transfer requirements.		X
Sound understanding of confidentiality, information security, UK GDPR and the Data Protection Act 2018.	X	
Ability to provide clear guidance and training to colleagues and promote consistent data-entry standards.	X	
Personal Qualities		
A self-starter who can work independently, use initiative and take ownership of key processes.	X	
Calm, professional and solution-focused, particularly when working under pressure or resolving errors close to deadlines.	X	
Tactful and discreet, with the ability to maintain confidentiality at all times.	X	
Strong interpersonal skills and the ability to build positive working relationships with staff at all levels.	X	
A clear commitment to teamwork, sharing expertise and supporting colleagues.	X	
Commitment to safeguarding and promoting the welfare of children and young people.	X	
Supportive of the Catholic ethos, Mission and values of St Joseph's.	X	