



Data Manager

Start date: September 2026

G9-25 to G9-27 (£36,802 to £39,913 actual) – 41 weeks

(Term time plus 2 weeks and 5 Training Days)

Job Description

The Role

- Managing and maintaining the school data systems, ensuring accuracy and integrity of all pupil and staff information.
- Co-ordinate the collection, analysis and reporting of data to meet internal and external requirements.
- Completion of the School Census (including Learning Aims).
- Management of school systems; EduLink One, School Cloud, 4Matrix, SIMS, Academy website, People Development.
- Use of analytical systems including; Excel, Access, Power BI and Power Automate.
- Help to maintain detailed records and documentation for audit and compliance purposes.
- Produce bespoke data reports for the CEO, Principal and members of the Senior Leadership Team.
- Maintain confidentiality and ensure GDPR and data protection compliance throughout.
- Work closely with colleagues to ensure smooth execution of projects.
- Assist in the testing, deployment and support of new applications and enhancements.
- Meeting Trust standards pertaining to quantity and quality of work performed on an ongoing basis, performing all work-related tasks in a manner that is in compliance with all Trust and Academy policies and procedures.

Key Responsibilities

Requirements

- Experience of work in a school setting
- Excellent communication skills, both written and oral
- Proficiency in Excel, Access, Power BI, Power Automate
- Level 2 or GCSE equivalent in Maths and English
- Knowledge of 4Matrix

- Excellent analytical skills
- Effective use of ICT with an ability to use relevant technology and equipment
- Professional approach and dress
- Ability and willingness to work under the guidance of senior staff
- Ability to work in a busy environment, managing multiple projects at once.
- An appreciation of the school environment and the social and learning needs of pupils
- An ability to support staff in the use of resources and information
- Excellent organisational skills and an ability to meet deadlines
- A willingness to work within the school's guidelines and procedures
- A willingness to undertake all training as required
- Ability and willingness to follow instructions
- Excellent attendance and punctuality
- Ability to communicate effectively with staff, parents/guardians and pupils
- A willingness to work with external agencies where required
- A commitment to the welfare and safeguarding of children and young people
- A commitment to equal opportunities

Whole School Organisation

- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.

Safeguarding and Well-being of Pupils

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.

Professional Development

- Help keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with Senior Leaders and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Personal and Professional Conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.