

Buttershaw Business and Enterprise College



DATA MANAGER

CLOSING DATE FOR APPLICATIONS:	9am 28 September 2026
INTERVIEW DATE:	1 October 2026
START DATE:	4 January 2027

WELCOME

Thank you for your interest in the post of Data Manager at Buttershaw Business and Enterprise College (BBEC.)

Our vision is that we will all work to ensure that our students will be the best they can be and can achieve great things. They will be **ambitious**, **resilient** and determined in their learning and respectful, **courteous** and **kind** in their relationships.

It is a privilege to serve our diverse community and I am extremely proud of what we have achieved along our journey of school improvement to date.

All leaders are passionate about the students who attend this vibrant school, and we demonstrate this by teaching them well and expecting the very best from them. The appointment of an experienced and organised Data Manager is crucial in order to raise standards, whilst developing the skills and potential of all students, so that they can lead happy, healthy, confident and responsible lives as individuals and members of society.

We are a fully inclusive school and we welcome all children and their families. We have a great mix of students with different skills and talents, and we are truly proud of our inclusive approach, with our commitment to see every child reach their potential. We expect all staff to work hard to ensure that we fulfil this aim.

The intent of the curriculum at BBEC is to:

- develop the whole child to ensure that they embody BBEC's values, both in and out of school, by being **ambitious** and **resilient** in their work and **courteous** and **kind** in their interactions with other people.
- provide an all-round education that delivers excellent outcomes in terms of academic success, improved cultural capital and increased ambition in order to counter social disadvantage.
- create a school where everyone belongs and equality of opportunity is actively and effectively promoted.
- develop an understanding, appreciation and respect for diversity while recognising and celebrating difference as well as all we have in common.
- ensure students are compassionate, **courteous** and **kind** by guiding their moral, intellectual and creative development.
- secure high levels of literacy, oracy and numeracy to enable students fully to participate in their acquisition of knowledge and skills
- nurture academic habits and skills, emotional intelligence and creativity across a wide range of subjects including the arts, music, performing arts, IT, technology and sport.
- foster confidence, resilience and discipline in seeking knowledge.
- develop knowledge of, and pride in, Buttershaw and Bradford as well as developing ambition and awareness of the possibilities outside the local environment.

At BBEC, we recognise that our staff are our biggest asset. We believe that our young people deserve the best, therefore we recruit carefully and invest in training to ensure continued improvement and an excellent quality of education.

Although we are a large school, we work very hard to ensure we retain our sense of community and family ethos. We strongly believe that education is a partnership between school, students and parents and work hard to develop this partnership.

This post would offer an exciting challenge to someone seeking to broaden their experience and career prospects. High expectations and a determined focus on supporting our most vulnerable students are essential. In return, you will receive the support of a strong team of Senior Leaders and Governors, with well-motivated staff, students and parents.

If you decide to apply for this post, please complete the application form, together with a formal letter of application addressing the relevant points on the person specification.

I very much hope to welcome you to BBEC to experience first-hand our vision, values and commitment to our young people and to our community.

Yours sincerely



Andrew Taylor
Headteacher

ABOUT BBEC

Buttershaw Business & Enterprise College is an **improving school**. We are an ambitious, community-focused academy of just over 1400 students serving an area of social deprivation on the southern edge of Bradford and seven miles from Leeds. BBEC is popular locally and is rapidly becoming the school of choice for the community of Buttershaw; for the last four years we have been over-subscribed in Year 7.

**We all belong
at BBEC**



BBEC is an **inclusive school**, our school motto is 'We all belong at BBEC'. We celebrate our differences and our similarities and do not tolerate discrimination of any type. We have a bold approach to inclusion and work so that all students and staff can bring their authentic selves to school.



BBEC has a cohesive, highly skilled and ambitious staff team who work hard to ensure that every student is successful. Many of our students face multiple challenges and it is through clarity of vision, professionalism and determined support for students and for each other that we are bringing about improvement. We have the highest expectations for all our students and expect that our staff teach to the very highest level. We have a rigorous approach to quality assurance and a significant commitment to Continuing Professional Development. Teachers have many opportunities to improve their teaching pedagogy and pedagogical subject knowledge and we expect them to make the most of these opportunities to ensure that the highest of standards are maintained.

BBEC is situated in a modern building. It has well-equipped departments that are arranged in suites of rooms. All teachers have a laptop, all classrooms are equipped with projectors and interactive whiteboards and all classrooms have access to student laptops.

All at BBEC are dedicated to raising the aspirations of our students and improving cultural capital through ambitious schemes of learning in all year groups and a varied offer of extra-curricular activities and opportunities. We run trips and visits to places in the UK and across the world, our students take place in a myriad of competitions and our CEIAG programme is exemplary.

This exciting role offers great opportunities for the successful candidate and a chance to make a difference to some wonderful young people.

ADMIN AT BBEC

As a large secondary school, the administration function is covered by a team which includes:

- School Business Manager
- Office Manager
- Data Manager
- Headteacher's PA
- HR Officer
- Exams and Data Officer
- Assistant Exams Officer
- Finance Officers
- Admin Assistants
- Pastoral Admin Assistant
- Reprographics Assistant
- Receptionists

The data manager plays a crucial role in the school. The collection, provision and analysis of student progress data is central to the school's work; it informs teaching and learning and tracks the achievement of students. The school regularly collects progress data and then provides the analysis to classroom teachers, middle and senior leaders, governors and external agencies.

The data manager is directly responsible to the associate headteacher responsible for quality of education, but works alongside other support teams in the school, in particular, admin and examinations.

DATA MANAGER – JOB DESCRIPTION

JOB PURPOSE

- To take a strategic lead in the development of all data-driven aspects of the school, including attainment/assessment, attendance, behaviour, examinations.
- To manage the school's Management Information System.
- To manage and develop Power BI to enable leaders at all levels to identify priorities and implement data-driven solutions.
- To work with the Deputy Headteacher to construct the whole school timetable in a cost efficient manner and in the best interests of students and staff.

SALARY AND CONTRACT

PO2 SCP 29-32 - £34,719 - £37,655 (actual salary) Pay award pending

37 hours per week, term time only plus four days (two training days and two additional days to be worked in agreement with line manager)

Working hours: 8.00am-4.00pm Monday to Thursday, 8.00am-3.30pm Friday

PRINCIPAL ACCOUNTABILITIES

Core Duties

- Lead on the school's Management Information System (MIS), acting as the school's expert user for the MIS, maintaining the integrity, accuracy, confidentiality and efficient operation of all pupil and assessment data.
- Plan, publish and manage the school's data calendar for assessment, reporting and statutory deadlines, ensuring data is collected efficiently, validated rigorously and completed on time.
- Set up and maintain assessment templates, marksheets, grade sets, reports and related workflows, checking data for accuracy and completeness and following up missing or anomalous information.
- Produce timely, accurate and accessible analysis and reports for a range of audiences, including Senior Leadership Team, governors, middle leaders, teachers, pastoral teams, parents/carers and external agencies as required.
- Use SISRA, FFT, Power BI, Excel and other reporting tools effectively to produce dashboards, progress analysis, cohort analysis and bespoke reports that support teaching, intervention and school improvement.
- Maintain prior attainment, target-setting and transition data, ensuring that information imported from feeder schools and other sources is complete, accurate and fit for purpose.
- Co-ordinate the production, quality assurance and distribution of reports to parents/carers, ensuring technical accuracy and timely publication.
- Lead on the quality assurance, completion and submission of statutory returns and data collections, including the School Census and other DfE / local authority returns as required by the school.
- Maintain robust year-end processes, admissions, leavers and in-year transfer procedures, ensuring student records, classes, teaching groups and linked data remain accurate throughout the year.
- Develop, document and review data processes, reporting procedures and templates which improve efficiency, reduce administrative workload and support consistency across the school.
- Work with IT, curriculum and pastoral colleagues to maintain and improve links between the MIS and third-party systems, ensuring data flows are secure, reliable and compliant.
- Provide training, guidance and support for staff in the effective use of SIMS, SISRA, Power BI and other school data tools, helping colleagues to interpret and use data confidently.
- Ensure compliance with GDPR, data protection, record retention and confidentiality requirements, and support the school in responding to data-related audits, inspections and information requests.
- Prepare and present data for self-evaluation, school improvement planning, governor reporting, Ofsted preparation and other internal or external review activities.
- Lead the technical administration of FFT and support the school's target-setting and tracking processes.
- Write and maintain the school timetable and Preference structures in collaboration with senior leaders, making in-year timetable, staffing, rooming and group changes as required.

Examinations

- Line manage the Exams Officer, provide operational oversight of examination data processes and act as contingency support during periods of absence, including support on results days and the analysis of outcomes.
- Be responsible for the download of external data for GCSE and BTEC examinations

Attendance and Assessment

- Organise the collection, collation, and processing of internal and external assessment data across the school
- Work with the Deputy Headteacher to create bespoke, quality-assured summary presentations of attainment and progress data for use by middle leaders, senior leaders, Governors and Trust
- Develop systems to enable effective tracking of individuals and key groups of students
- Identify trends and patterns in data and provide advice to senior leaders when appropriate
- Keep up-to-date with national assessment and reporting requirements in relation to pupil and school performance, advising senior leaders when necessary.

Attendance and Behaviour

- Maintain and further develop Power BI and SIMS/MIS system to provide comprehensive, live summary data regarding all aspects of attendance, punctuality and suspensions for individuals, target groups and whole cohorts of students
- Work with the Deputy Headteacher (Pastoral) to develop effective, streamlined approaches to behaviour monitoring and reporting
- Create bespoke, quality-assured summary presentations of attendance/behaviour/exclusion data for use by middle leaders, senior leaders, Governors and BDAT

Management Information System

- Maintain an overview and accuracy of the MIS database, ensuring that links to other third-party software (e.g. Power BI) are monitored and developed regularly.
- Work with the Deputy Headteacher on the creation and ongoing maintenance of the whole-school timetable using the Nova-T6 module.
- Contribute to the completion and quality assurance of the statutory census returns

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Support, uphold and contribute to the development of the school's Equality Policy and practice in respect of both employment issues and the delivery of services to the community.

The duties and responsibilities listed provide an outline of the job. You may be asked to undertake other duties.

DATA MANAGER – PERSONNEL SPECIFICATION

ATTRIBUTES	REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	- GCSE Maths and English at Grade 4 or above or equivalent - An honours degree or equivalent	✓ ✓		Certificates
Experience	- Experience of working with SIMS or other data analysis tools/MIS systems - Experience of using Power Bi - Experience of information management including producing reports and analysis - Experience of working in an education environment - Experience of FFT analysis or similar - Experience of importing and exporting information from databases	✓ ✓ ✓	✓ ✓ ✓	Application References Interview
Training	Evidence of relevant training or willingness to undertake such training	✓		Application Interview Certificates
Knowledge, Skills and Ability	- Excellent experience and working knowledge of SIMS or other MIS system - Advanced use of Microsoft Excel - The ability to use software to interrogate data - Attention to detail/high level of accuracy - The ability to work to deadlines - The ability to maintain confidentiality - Ability to relate well to students and adults - Good interpersonal and listening skills - Good verbal and written communication - Knowledge of examination requirements and procedures - Knowledge and experience of submitting school census returns - A thorough knowledge of GDPR	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓	Application Interview
Personal Circumstances	- Must be legally entitled to work in the UK (Asylum & Immigration Act 1996) - Able to satisfy the requirements of safeguarding recruitment checks in line with Keeping Children Safe in Education - Must have the ability to be flexible and work to the requirements of a busy school - Interest in the school's wider role in the community	✓ ✓ ✓ ✓		Application Interview Documents
Disposition and Attitude	- Integrity, compassion and ambition - The ability to liaise with all stakeholders leading with the school values of courtesy and kindness - Evidence of support for the school ethos and vision - The ability to take initiative and make decisions	✓ ✓ ✓ ✓		Application Interview References

ATTRIBUTES	REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	• Empathy and understanding of different family circumstances and barriers to learning • Personal commitment to excellence in service delivery and to ensure services are equally accessible and appropriate to the diverse needs of service users. • Self-motivation and personal drive to complete tasks to required timescales and quality standards. • Understands the importance of work/ life balance. • Collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	 √ √ √ √		
Physical	• Resilient	√		References Interview
Equality	• An ongoing commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	√		Application Interview

MAKING YOUR APPLICATION

We hope that having read this pack you are inspired to apply for the post.

In order to apply, please complete the application form on MyNewTerm. The application form can be downloaded from the school website <https://www.buttershaw.net/work-for-bbec>

At BBEC our first priority is keeping our young people safe. Safeguarding is at the heart of all we do, and we work hard to ensure that all of our students are safe at all times and know how to keep themselves safe in a variety of situations. BBEC makes decisions about the suitability of prospective employees based on checks and evidence including: criminal record checks (DBS checks), barred list checks and prohibition checks, together with references and interview information.

If you would like to speak to someone about the vacancy, please contact Mrs Brown at Buttershaw Business and Enterprise College on 01274 676285, or by email at taffy.brown@bbec.bdat-academies.org.

INCLUSION

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

ABOUT BDAT

Buttershaw Business and Enterprise College is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

BDAT People brings together into a single entity all that we currently do to recruit, develop and retain our staff. It provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice.

By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>

CONTACT DETAILS

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