Thamesmead School

JOB PROFILE

Job Title: Data Manager (Assessment)

Hours per week: 36 per week / 41 weeks per year

Times of work: 8.30am – 4.00pm Flexibility will be required for examination periods
Includes a half hour unpaid break

Responsible for: n/a

Responsible to: Deputy Headteacher

Salary: Surrey Grade 7 £33,552 - £35,763 FTE £30,215.22 - £32,206.33 actual

Purpose of the Role

The Data Manager (Assessment) is responsible for the effective management, analysis and reporting of student assessment data across the school. The role ensures that data is accurate, timely, secure and meaningful, enabling senior leaders, governors and staff to make informed decisions that raise standards and improve outcomes for students.

Key Accountabilities

Data Management & Assessment Systems
- Maintain and develop the school's assessment and data management systems, ensuring accuracy, consistency and integrity of data.
- Oversee the collection, validation, storage and maintenance of assessment data within the school's MIS and associated reporting platforms.
- Manage the configuration and ongoing development of assessment frameworks, mark sheets and reporting structures.
- Ensure accurate integration and reconciliation of data between internal and external systems.
- Act as the school's lead professional for assessment data processes and systems.

Data Analysis, Reporting & Insight
- Produce high-quality, timely and accurate reports for Senior Leadership Team, Governors and other stakeholders.
- Provide detailed analysis of student progress, attainment and performance trends at whole-school, cohort, subject, group and individual level.
- Support target setting, self-evaluation and school improvement planning through robust and insightful data analysis.
- Benchmark outcomes against national, local and historical data where appropriate.
- Prepare data to be presented clearly to both technical and non-technical audiences, highlighting key findings and priorities.

Assessment Cycles & Data Collection
- Coordinate assessment data collections (data drops) in line with the school calendar, ensuring deadlines are met and data quality is assured.
- Work closely with teaching staff to support accurate data entry and consistent use of assessment systems.

- Validate, cleanse and quality-assure data prior to reporting.
- Prepare termly assessment and progress reports to be communicated to parents/carers and students.
- Support the GCSE options process through the preparation and collection of student option choices.
- Maintain clear documentation of assessment processes, timelines and expectations.

Baseline Assessments
- Lead on the preparation, administration and processing of baseline assessments, including MidYIS and Yellis testing, in collaboration with the Exams Officer.
- Manage the import, validation and analysis of baseline assessment data within the MIS and reporting tools.
- Produce baseline analysis reports to support target setting, transition and early intervention planning.
- Provide guidance to staff on the interpretation and effective use of baseline data.

Statutory Returns & Compliance
- Lead on the preparation, validation and submission of statutory data returns, including the school census and DfE data collections.
- Support and manage tables checking exercises, resolving discrepancies promptly.
- Ensure compliance with GDPR, data protection legislation and school policies.
- Implement and maintain appropriate data security, access controls and audit processes.

Staff Support & Training
- Provide training and guidance for staff on the effective use of assessment data and reporting tools.
- Support leaders and teachers in interpreting data to inform teaching, intervention and curriculum planning.
- Develop clear guidance, templates and documentation to support consistent data practice across the school.

Support to Examinations Officer
- Provide support to the Examinations Officer during peak workload periods, as required.
- Develop and maintain a working knowledge of examinations processes to ensure continuity of service when needed.

This support will be limited and balanced alongside core data responsibilities.

Continuous Improvement
- Keep up to date with national developments in assessment, accountability and data management.
- Review and refine data systems and reporting processes to improve efficiency and accuracy.
- Contribute proactively to whole-school improvement initiatives related to assessment and standards.

Any Other Duties
Undertake additional duties appropriate to the grade and nature of the role, as reasonably requested by the line manager.

Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrably share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

PERSON SPECIFICATION – Data Manager (Assessment)

	Essential	Desirable
Skills & Knowledge	• Strong analytical skills with the ability to interpret and present complex data clearly. • High level ICT skills, particularly in Microsoft Excel and Management Information Systems (MIS). • Excellent attention to detail and commitment to data accuracy. • Ability to manage competing deadlines and work effectively under pressure. • Clear written and verbal communication skills, suitable for a range of audiences. • Strong organisational skills with the ability to prioritise workload independently. • Good understanding of assessment processes and the use of data to support student progress.	• Experience using school data systems such as Bromcom, SISRA, FFT Aspire or similar. • Experience of managing baseline assessments such as MidYIS or Yellis. • Knowledge of statutory data returns and accountability measures.
Qualifications & Training	• GCSEs (or equivalent), including English and Mathematics.	• Degree or equivalent qualification with a data, analytical or statistical component. • Evidence of relevant professional development training in data management or analysis.
Experience	• Experience of working with complex data sets and producing analytical reports. • Experience of data validation, quality assurance and reporting. • Ability to work proactively and independently.	• Experience of working in an educational setting. • Experience supporting assessment cycles and data collections. • Experience of supporting colleagues in the use of data systems.
Personal Qualities	• Methodical, accurate and well organised, with a strong attention to detail. • Ability to manage workload effectively and meet deadlines. • Proactive and solution-focused approach to work. • Willingness to adapt to change and learn new systems. • Commitment to confidentiality and data protection. • Positive team member with a collaborative approach. • A good sense of humour. • Be suitable to work with children.	

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