



Sponne School

Job Description

Role:	Data Manager
Responsible to:	Assistant Head (Data)
Based at:	Sponne School
Hours:	37 hours per week, 41 weeks per year
Grade:	Grade H to I (Grade I – Enhanced Role Student Services Line Management)

Job Context

Sponne School has approximately 1412 students and 167 staff. The school year groups are arranged by age and are split into form groups. This role provides the central point through which the school's academic data is processed, stored and managed. This is a key support staff role which is based in Student Services that will actively shape and plan the data strategy for the school.

Key Responsibilities

- **Statutory compliance** - To ensure all statutory academic and pupil data requirements are met to maintain a high standard of regulatory and recommended knowledge and practice, to assist school leaders with requirements enforced or introduced by any relevant bodies.
- **Data systems, processes & reporting** - To manage processes, develop systems and report on data within data information software put in place by the Trust or school for tracking pupil academic progress, attendance, admissions, suspensions, behaviour, communications or any other pupil related data.
- **Training** - To prioritise and deliver training and support to all relevant staff, pupils and parents on key data and functions and the line management of any junior school data team members.

Job Description

Statutory Information and Compliance

- 1) Manage and ensure all statutory academic and pupil data requirements are met such as census (including post 16 learning aims), performance data checking, maintenance of the school admissions registers etc. in a timely and compliant way.
- 2) Maintain up to date knowledge of changes in legislation and regulatory requirements, particularly those issued by public bodies such as DfE, Ofsted, Ofqual and specialist education contractors like the Standards and Testing Agency
- 3) Ensure that the Trust and school reporting requirements are met and the Trust and school community is provided with relevant, accurate and timely management information and analytics for academic and pastoral purposes.

- 4) Implement new Trust, school or external initiatives and lead in the development of data processes, ensuring auditing evidence is in place where required (e.g. post 16 funding).
- 5) Link and work collaboratively with schools within the Trust and outside to share best practices and be proactive in the process of self-improvement and CPD.
- 6) To work effectively within the TLT data manager network, liaising with and taking advice and direction from the Trust Data and Attendance Strategy Lead as appropriate.
- 7) To cover for the school data lead in their absence, dealing with direct queries from staff or the provision of information as appropriate.
- 8) Oversee the student data related GDPR, SAR and FOI processes and ensure that all staff are trained appropriately in data protection according to the Data Protection Policy in place at the time, seeking support from the central team, the data lead, the SBM or external advisors (including DPO) employed by the trust.

Data Systems, Processes and Analysis

- 9) To design and lead on a whole school approach to the management and use of assessment and associated data, including the collection and input in Management Information Systems and other related products.
- 10) To provide statistical management information in relation to all relevant staff on admissions, attainment, attendance, behaviour, mobility, progress, and suspensions data and developed analytics. (This may include safeguarding data.)
- 11) To maintain an up to date and working knowledge of market and Trust changes and developments in data practice and protocols to ensure that the school is alert to best and current practice.
- 12) Ensure that data is accurate, up to date, timely and fit for purpose to support school improvement, and making comparisons with national indicators such as FFT, CATs and progress tests.
- 13) To generate and collate all school reviews and the results of internal and external exams/assessments, developing systems as required, sharing new ideas and developments with the leadership team and central Trust colleagues.
- 14) To produce the outcomes of progress reviews in the required format, overseeing the production and distribution of the information according to the agreed schedule. Ensure the quality, accuracy and consistency are to a high standard and that all deadlines are adhered to.
- 15) To follow Trust guidelines, extracting and providing analytical data from systems to senior and middle leaders, and teaching staff in appropriate formats to facilitate a full and in-depth evaluation of performance.
- 16) During the exam results period, including download days, work with exams staff to download and collate results and produce analysis and information to support the publication of results, next steps for students and performance evaluation.
- 17) Oversee the collection and production of post 16 data and liaise regularly with the Sixth Form leaders to ensure all requirements are met.

- 18) To maintain all systems to produce pupil targets for end of KS4 and KS5.
- 19) To ensure all testing of pupils for national, local and Trust wide benchmarking is implemented effectively and in a timely manner, in line with Trust and school requirements.
- 20) To work with the senior leader with oversight of timetabling to ensure all pupil and staff timetables are maintained accurately and in a timely manner using the functionality in the software to support timetable variations, rotations, withdrawals and exceptions.

Training & line management

- 21) Working with the senior leader for data, manage, prioritise and deliver training to staff on data entry and analysis.
- 22) To provide whole school training, relevant to roles, on management information and analytics systems, troubleshooting issues and taking a proactive approach to problem solving and maximising the knowledge and use of functionality.
- 23) To provide training for all new staff/principals in pupil data systems across the school.
- 24) To document processes and procedures for the data function and for staff, pupils and parents in the access to, and use of appropriate systems, ensuring that the documentation is appropriate to the audience.
- 25) Line manage any data assistants in a related role and manage their workload, performance and personal growth through the cultivating excellence programme.

Other

- 26) Ensure the correct implementation of the School's Equalities, Safeguarding and Child Protection Policies
- 27) To comply with any other reasonable requests from the Trust, Headteacher and Senior leaders when there are exceptional circumstances or in the spirit of collaboration.
- 28) To observe all school policies, procedures and working practices.

Enhanced Role (Student Services Manager position)

Key Areas

- Lead and manage the Student Services Team (SST) and participate in whole school arenas acting on their behalf.
- Be accountable for the outcomes of the SST roles and their integration with the rest of the school community.

Responsibilities

1. As a senior member of the support staff, take responsibility for the accuracy and distribution of the other student related data and associated student admin, data and record management systems across the school.

2. Attend School Committee, Middle Leaders and Support staff team meetings as befits the role and area lead.
3. Manage the SST including the Exams and Data Team, First Aid, Student Reception and Attendance teams.
4. Manage the appraisals, holidays, sickness, probation and induction of the SST escalating to the HR team or SBM as required.
5. To deploy appropriate administration support from within the team as priorities dictate across the year.
6. To oversee the work of the Student Data Administrator and provide support and guidance on the processes of maintaining student records as per government guidelines.
7. Have sufficient knowledge of the school admission process, maintenance of records and leavers process to ensure streamlined and joined up processes are established and maintained across the school.
8. To oversee all other aspects of the student services team, to support annual, termly and weekly processes undertaken to ensure the smooth running of the school and provide an outstanding service to students, parents and staff
9. To oversee the work of the first aid team, ensuring that there is resilience in the team and all aspects meet the regulatory guideline. This includes the whole school reporting of accidents and investigations as area lead.
10. To oversee the work of the attendance and student admin teams ensuring that all daily routines are covered and that safeguarding requirements are met.
11. ***Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.***
12. ***Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.***
13. ***It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.***
14. ***Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Online, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.***

- 15. KCSiE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.**

June 2026