



# CANDIDATE BRIEF

## DATA MANAGER



# LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as ECTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk) or visit our website:- [www.queensmeadschool.org.uk](http://www.queensmeadschool.org.uk)

Yours sincerely

Rhona Johnston  
**Head Teacher**

# HOW TO APPLY



Applications must be received by **9am** on **Friday 27th June 2025**.

Interviews will be held on **Thursday 3rd July 2025**.

Please email your completed application form and covering letter for the attention of the Head Teacher to:  
**[recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)**

If you have any questions, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)



# JOB DESCRIPTION



## Primary Purpose of the Role

We are seeking a committed Data Manager to support and continue the school's Management Information System and accompanying data solutions. The Data Manager is responsible for the overall consistency, accuracy, integrity and security of academic data. This includes the development and maintenance of the database, school report facilities, and integration with third party systems, staff training and end user support.

The successful candidate must:

- Have experience of using Bromcom, SISRA and ALPS or similar packages
- Have up-to-date knowledge of school performance data
- Have advanced excel skills
- Have the ability to present information in a clear and understandable format
- Be an excellent communicator

This role is fundamental to the school's on-going progress. The post holder will be involved in the continuing development of the Management Information Systems. Other key areas will be to facilitate staff engagement with Bromcom and to continue to improve communication between the school and parents.

## Main Duties - Data & Reporting

- Oversee the accuracy and integrity of the data held in Bromcom
- Manage system permissions, issuing passwords and ensuring all staff have correct access to the information management system
- Monitor the academic performance of the school through external data sources used as the main national accountability documentation
- Responsibility for the creation of challenging yet achievable target grades with DHT, using national data sets where applicable
- Ensure assessment grades and data is presented for Subject Leaders, Achievement Leaders and senior staff to evaluate
- Prepare detailed analysis of results promptly for the Head Teacher and Leadership team
- Prepare clear, concise and accurate data reports to support the leadership team in raising standards of performance across the school, identifying patterns and trends for identified cohorts
- Play a lead role in identifying and targeting students for whom intervention of different forms would be appropriate
- Ensure grades and reports are promptly and accurately reported to parents in accordance with the school's assessment, recording and reporting policy

- Oversee the relevant data systems, ensuring their maintenance and development and ensure all statutory reporting requirements are met - ensuring in particular the validity and accuracy of the DfE's tables checking process
- Responsibility for the creation and submission of the school census to the DfE each term
- Provide support to staff (and governors) and audit, develop and deliver data-training programmes for staff where the training need has been identified
- Ensure that pupil data provided by external sources (including that relating to prior attainment) is imported, maintained and used as a cross-reference and progress check
- Support the leadership team in data meetings with staff and governors
- Monitor and maintain up to date and accurate student and contact data in line with current DfE requirements and data protection legislation. E.g. liaising with LAs and previous schools in a timely manner requesting and inputting data, managing Parent App
- Ensure the collection, maintenance, analysis and feedback of other quantitative quality assurance systems: e.g. parents evening surveys, student voice feedback and staff survey

## Main Duties – Systems

- Manage school data systems and software packages such as, SISRA, ALPS etc.
- Provide in-house MIS training for new staff and updates for existing staff as required
- Plan and implement end-of-year routine processes
- Create and run reports using Bromcom and other systems as appropriate as required to support the senior team

## Curriculum & Timetable

- Oversee the options processes and ensure that students are assigned to classes, maintaining balanced class sizes
- Set up Course Manager to ensure all courses and classes are linked to appropriate qualification aims
- Ensure data on sixth form study programmes is accurate and complete to satisfy the needs of the funding arrangements in place
- Provide administrative support to the school timetabler when required
- Ensure and manage the smooth transition from one academic year to the next with all sections of Bromcom
- Set up and maintain registration groups, allocate student memberships, tutors
- Update and apply periodic and casual changes to courses, teachers and rooms
- Ensure the smooth transfer of data between schools
- Responsible for managing data entry into Bromcom

## Other Duties

- Actively keep abreast of developments related to the role
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time, in consultation with the post-holder
- To take reasonable care of the health and safety of self, other persons and resources whilst at work

## Administration

- To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for teachers

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

# PERSON SPECIFICATION

## Experience, Qualifications and Training

### Essential

- GCSE Maths and English and at Grades C/4 or above (or equivalent)
- Experience of working within Administration
- Experience of working within a team
- A commitment to appropriate professional development

### Desirable

- Experience of working within a school environment

## Ability, Skills and Knowledge

### Essential

- IT skills including MS Office and bespoke educational software (e.g. MIS systems such as SIMS, Bromcom)
- Ability to communicate verbally and in writing effectively with persons at all levels
- Ability to manipulate high level data for a variety of audiences
- Ability to deal with situations under pressure in a tactful, calm and confident manner
- Good numeracy and literacy skills
- Ability to work collaboratively and independently, understanding school roles and responsibilities
- Excellent time management skills with the ability to plan and prioritise own workload to meet deadlines
- Ability to operate a wide variety of software packages e.g. Microsoft Word and Excel, Google equivalents
- Ability to maintain strictest confidentiality and integrity at all times
- Ability to be flexible in order to create effective solutions

### Desirable

- Knowledge and experience of using Google Apps for Education

## Values and Personal Qualities

### Essential

- A commitment to getting the best outcomes for all students and promoting the ethos and values of the school
- Commitment to equality, ensuring that personal beliefs are not expressed in ways that exploit the position
- Prepared to seek advice and support when necessary

# QUEENSMEAD

excellence through learning



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