



JOB DESCRIPTION

TITLE OF POST:

Data Manager

SALARY GRADE:

PASS Scale 8 £37,280 - £39,862, pro-rata

Full time or Term time or Flexible by negotiation.

A higher starting salary may be considered for an outstanding candidate.

RESPONSIBLE TO:

Assistant/Deputy Headteacher

PURPOSE OF JOB

To lead the strategic and operational management of student data across the school. The post holder will ensure that assessment, curriculum, attendance and performance information is accurate, timely and purposeful. They will work with senior leaders and teaching staff to turn data into insight that raises standards and supports informed decision-making. The role includes oversight of the school's management information systems, with Bromcom as the primary MIS, and the use of AI-driven tools where appropriate to increase efficiency and enhance analysis.

KEY DUTIES AND RESPONSIBILITIES**Data Leadership**

- Take overall responsibility for the management, integrity and development of all student data systems, ensuring accuracy, compliance and relevance.
- Maintain a strategic view of data across the school, aligning processes with curriculum needs, assessment policy and school improvement priorities.
- Use initiative to develop a forward-looking vision for intelligent, effective and ethical use of whole-school data, including emerging AI processes that support automation, quality assurance and predictive insight.

MIS and Systems Management

- Lead the development and optimisation of Bromcom, ensuring it is used effectively and consistently across the school.
- Promote best practice in data entry, retrieval and reporting, ensuring staff understand system functionality and expectations.
- Keep all processes aligned with current curriculum and digital developments, ensuring the school remains compliant with statutory requirements.

Analysis, Reporting and Insight

- Review, maintain and develop complex datasets, ensuring data is clean, meaningful and accessible.
- Produce clear, concise and accurate reports for senior leaders, governors and curriculum teams, supporting performance review and problem solving.
- Present information in both formal and informal settings, tailoring communication to suit the audience.
- Generate progress reports, tracking information and performance summaries that support early intervention and strategic planning.
- Be proactive in identifying data needs and designing new reporting solutions, including AI-enabled dashboards or automated workflows where appropriate.

Support, Training & Collaboration

- Provide theoretical, practical and procedural guidance for staff using data systems, ensuring confidence and consistency across departments.
- Work closely with the Leadership Team, contributing data insight that informs whole-school improvement strategies.
- Anticipate staff needs and develop training to support effective use of Bromcom and associated analytical tools.

Ethos, Compliance and Professional Duties

- Uphold the school's ethos and contribute positively to its Salesian identity.
- Follow all school policies and procedures, including safeguarding, GDPR and data protection legislation.
- Carry out any additional duties reasonably requested that are commensurate with the grade.