GLF Schools Job Description
Data Manager

Job Title	Data Manager	Job Reference	
Location	The Beacon School	Travel required	No

Core purpose

Responsible for leading on the strategic management of all school data and reporting systems, ensuring the accurate curation, storage, and analysis of data within the MIS (Bromcom). This role involves overseeing data integrity, conducting research, writing reports, and managing third-party reporting systems to empower users in their own analysis. Proficiency in Bromcom and 4Matrix is essential, along with ensuring GDPR compliance and contributing to the Data & Examinations Team's leadership. Additionally, you will manage pupil and staff timetables, implement curriculum changes, and provide reports for various stakeholders, including the DfE, SSB and school leadership.

Key accountabilities:

Pupil Data Management

- Ensure the efficient running of the MIS system used in the school.
- Liaise with the MIS company to troubleshoot any concerns.
- Support with accurate curation of prior data to support understanding of key pupils.
- Ensure that pupil records are complete and accurate – ensuring integrity in our data.
- Update manual and computerised record/information systems.
- Import/input prior attainment data for external pupils and input Pupil Premium funding information from the Department for Education.
- Liaison with the Trust Data Protection Officer to ensure compliance with GDPR guidance.
- Support with providing data for FOI and SAR requests; including logging.
- Providing data and analysis on assessment data collated from bespoke assessment packages such as CAT4.

Timetabling and Logistics

- Oversee the detailed input and maintenance of curriculum timetabling for both staff and pupils.
- Ensure Trust-built marksheets are deployed to the correct classes and teachers (you'll have many opportunities to help develop these standardised mark sheets as well as build your own for local use, e.g. pupil trackers for teachers).
- Support student in year admissions with their timetable and options process of students timetables.
- Support the options process with the Assistant Headteacher.
- Support the development of the timetable and duty rota for staff.

Assessment and Reporting

- Oversight of internal assessment reporting processes – including setting up data sheets and ensuring accuracy within the data set.
- Management of internal assessment data, collating information through data marksheets, contributing to the creation of Trust-wide standardised marksheets.
- Administration and support of standardised baseline testing.
- Working alongside the Assistant Headteacher/Deputy Headteacher as required to coordinate sittings and ensure students sit assessments.
- Working with leaders to provide reporting for parents/carers and external stakeholders.
- Tracking of key groups of pupils, in consultation with leaders.
- Oversee the management of statutory returns processes such as the school census returns and engage with routine exercises.
- Management of local authority data returns.
- Ensure the census return to the DfE is correct and is compliant.

Analysis and Insight

- Provide data analysis as required by the Leadership Team and for the SSB (School Strategic Board).
- Use 3rd Party tools (such as FFT Aspire) to load suitable benchmarks and targets into our management information.
- Assist teachers in the setting of robust targets that enable our students to enable their potential.
- Analysis of student data throughout the year, following data drops.

Personal Responsibilities:

- Playing a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Actively promoting school policies and procedures.
- Responsibility for own continued professional development.
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Attending meetings scheduled in the school calendar punctually.
- Adhering to the School's Safeguarding Policy.
- Support the aims and ethos of the school as defined in the staff handbook and school prospectus.
- Set a good example in terms of professional dress and appearance, punctuality and attendance and adhere fully to the school's published code of conduct.
- Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner.

Accountable to:

- Deputy Headteacher
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding:

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Job Title: Data Manager	Essential	Desirable
Professional and Experience		
Proficient in using MS Excel, Power Bi or equivalent software to curate reports and strong numerical skills	√	
Experience of using SISRA and 4Matrix		√
Experience of timetable management	√	
Able to influence. communicate and engage with stakeholders at all levels – both internally and externally	√	
Able to manage multiple projects, systems and data sets – being able to keep track of how they interrelate	√	
Able to work independently as well as collaboratively with other teams to achieve organisational goals.	√	
Understanding how to tailor the presentation of information to suit the needs of different audiences	√	
Experience of using Bromcom or other school orientated MIS		√
Knowledge and Skills		
Be detail-oriented but also able to recognise big picture trends and how we develop strategic level insights for the school and wider Trust	√	
Proficient with processing both qualitative and quantitative data, collecting, processing, presenting, storing and sharing in the right manner	√	
Knowledge of school reporting requirements		√
Effective communication and interpersonal skills	√	
Good administration skills	√	
Ability to work independently, demonstrating initiative	√	
Qualifications		
Degree or industry qualification in Data Management / Analysis		√
Personal Attributes		
Pleasant and welcoming manner.	√	
Excellent interpersonal skills	√	

Excellent time keeping and pattern of attendance	√	
Personal integrity and loyalty, maintaining confidentiality at all times	√	
Ability to use initiative	√	
The ability to build positive relationships to effect change in student behaviour	√	