



Job Description & Person Specification

Data Manager

Job Title:	Data manager
Scale:	Scale 7 Points 19 - 24
Responsible to:	Deputy Headteacher
Responsible for:	N/A

Job Purpose:	<ul style="list-style-type: none"> To ensure the Arbor and data systems are maintained and fit for purpose. To support the Examinations Officer.
Duties & Responsibilities:	<p>Arbor:</p> <ul style="list-style-type: none"> Monitor and maintain Arbor; ensuring up to date data collection and input of all student data Manage system permissions, issuing passwords and ensuring all staff have correct access to the information management system Responsibility for the development and support of the common transfer system to provide consistency of data from school to school Manage the creation and maintenance of grade sets, results sets, aspects and templates/marksheets Support all staff in their use of Arbor Prepare and publish Arbor user guides Support the Deputy Headteacher responsible for the timetable in regular admin and maintenance Organise and manage the production of termly reporting to parents Create and issue internal reports to Tutors and Heads of Year as required Maintain the behaviour management procedures and records Organise and manage the production and uploading of the termly school census return Organise and manage all aspects of admissions, liaising with ECC and other schools and organisations Prepare a new academic year calendar in Arbor Promote students into the new year structure Ensure and manage the smooth transition from one academic year to the next with all sections of Arbor Set up and maintain registration groups, class groups, allocate student memberships and tutors Update and apply changes to class groups Liaise with Network Manager with regard to technical issues and software updates To keep up to date with any advances/updates in Arbor <p>Data Management:</p> <ul style="list-style-type: none"> Oversee the school's approach to Data Protection, keep up to data with relevant issues and advise SLT on necessary key issues and concerns Maintain the data management system '4 Matrix'



- Creation and production of academic progress reports
- Advise on necessary implications for the use of IT and related equipment
- Support the Head Teacher and SLT in implementing policies in line with current data protection rules.
- Create and maintain all data tracking spreadsheets as directed by SLT
- To access, download and input baseline tests, CAT and FFT data
- To provide staff with all necessary data to ensure they can operate effectively
- To run necessary reports to provide tracking data for SLT and Heads of Year.

Other Duties: to support the Examinations Officer in the following areas:

- Management of external and internal examinations at all key stages. This includes liaison with examinations boards, subject leaders, subject group leaders, and other staff as necessary.
- Construction of internal examination timetables in collaboration with the Deputy Headteacher.
- Management, training and recruitment of the Invigilator Team.
- Prepare examinations entries in consultation with Assistant Headteachers, Faculty Leaders and Deputy Faculty Leaders.
- To liaise with site staff to ensure exam rooms are set up correctly and catering staff to ensure early lunches/late breaks are provided when necessary.
- To organise special considerations for students and liaise with Learning Support to ensure students with special requirements are catered for correctly and the necessary request forms are sent to the examination boards within the specified time limits.
- Prepare examinations timetables, book necessary rooms, monitor and check examinations papers to ensure the correct number of examination papers are received and the school has all the necessary associated materials.
- Prepare examinations guidance materials for students and run assemblies as necessary to communicate essential information.
- Organise and ensure safe storage, distribution and dispatch of examinations papers.
- Ensure the dispatch of coursework/controlled assessment marks and samples are kept within the time limits as specified by examinations board regulations and guidelines.
- To coordinate the distribution of examinations results at KS4 and prepare detailed results analysis for SLT alongside the Arbor & Data Manager.
- To coordinate any post results enquiries effectively as they arise.
- To keep an up to date knowledge of changes to the exams system and disseminate this information to the appropriate staff.

General:

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.
- Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy.
- Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.



PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	<ul style="list-style-type: none"> Good general education up to A Level or equivalent. Excellent ICT skills including databases, spread sheets and relevant software, preferably including Arbor. Educated to GCSE Grade C in Maths and English. 	D E E
Knowledge & Experience	<ul style="list-style-type: none"> Significant experience of working in a similar role. Experience of a similar role within the education sector. Experience of developing management information systems. Experience of supervision of staff. Good knowledge of school policies and procedures Excellent working knowledge of ICT and it's application to end users. Good understanding of health and safety legislation. Understand and comply with children protection procedures. Understand and comply with procedures and legislation relating to confidentiality. 	D D D D D E D D D
Skills and attributes	<ul style="list-style-type: none"> Ability to read and write reports, letters etc. Ability to write detailed reports, letters etc. Ability to use clear language to communicate information clearly. Use own initiative to overcome communication barriers with children and adults. Ability to consult effectively. Able to establish effective relationships. Ability to establish rapport and respectful and trusting relationships. Ability to build open and honest relationships. Work effectively as part of a team. Ability to work independently. Ability to provide share and provide timely information. Ability to be proactive and initiate action. Ability to manage and support the work of others. Ability to plan and manage own time. Ability to resolve problems independently. Demonstrate commitment to treating all people fairly. 	E E E E E E E E E E E E D E D E
Personal qualities	<ul style="list-style-type: none"> Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils. Commitment to acting with confidentiality, integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity, and reputation of the Trust. Ability to work under pressure and prioritise effectively. Commitment to always maintaining confidentiality. Commitment to CPD. 	E E E E E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated September 2025.