



Systems and Data Manager Job Description



Job Title: Systems and Data Manager

Responsible to: Assistant Headteacher (Data and Reporting)

Grade: 5

Role purpose: This important post will continue to develop the school's data systems and processes.

The postholder will manage and maintain the integrity of school data, ensuring that it is up to date, relevant and fully compliant with information governance. They will complete returns for the DfE and local authority and other external organisations.

The postholder must be able to interrogate and manipulate data to produce useful and timely information to:

- assist staff in assessing and tracking student progress and planning interventions to improve outcomes
- inform whole school and departmental planning
- inform parents, the Local Authority, Department for Education and other outside agencies as required.

The role will specifically require the postholder to use Bromcom, Excel, PowerBI, FFT Aspire and other software.

Roles and Responsibilities:

Tracking student progress

1. Plan, organise and coordinate the collection of student assessment data throughout the school year.
2. Work with the Assistant Headteacher (Assessment and Reporting) and Senior Leadership Team to plan the reporting calendar for the next academic year.
3. Ensure that the tasks needed for the successful completion of the reporting are achieved on time. This is significant aspect of the role and it is crucial that all timescales are met.
4. Set up systems for parents' evenings.
5. Support curriculum areas to set up electronic markbooks.
6. Produce data and reports to support the sharing of information and monitoring of student and department performance, building up a picture of patterns over time. Generating comprehensive data showing and comparing performance, for example:
 - against national benchmarks
 - in different subject areas
 - of vulnerable groups
7. Collate, analyse and present data on behaviour and attendance, identifying significant trends to the Senior Leadership Team.
8. Work with the Assistant Headteacher (Reporting and Assessment) to arrange Cognitive Ability Testing for students without Key Stage 2 data.
9. Import exam results into Bromcom for publication to students and staff in an appropriate format.
10. Assist with the analysis of school performance data and examination results.

MIS data management

1. Manage the preparation of the new academic year including entering courses, including timetable rotations, on Bromcom.
2. Support admin team to ensure details of new students are entered on Bromcom.
3. Import of student photographs into Bromcom.
4. Coordinate the production of timetables for students and process any set changes as needed.
5. Produce ad hoc reports as required throughout the year.

External data

1. Ensure the preparation and submission of the termly School Census and Annual Workforce Census. This involves ensuring the completeness and accuracy of school data (school roll, student demographics, staffing etc), running the census in Bromcom, checking the outcomes, dealing with any errors and submission to the government website, within the prescribed timescale.
2. Complete DfE tables checking exercises to ensure the accuracy of data.
3. Download FFT benchmarking data and import it into Bromcom.
4. Provide data for school documents and publications including the prospectus, School Improvement Plan, website and reports for governors etc.
5. Network and share good practice with colleagues in other schools.

Systems management

1. Take oversight of the school's management information system, including advising the Senior Leadership Team on how to make the best use of the system.
2. Ensure that school systems are effective, fit for purpose and offer value for money.
3. Ensure the safe and effective transfer of data between systems, using third parties where applicable.
4. Liaise with the Principal of ICT and Infrastructure regarding the granting of access rights to systems and issuing passwords in order to make information available to those entitled to have it, and preventing access to people that should not have access to the information.
5. Prepare responses to Freedom of Information Act and Data Protection Act requests for information.
6. Ensure that Third Party Agreements around data policies are obtained where needed.
7. Manage the system for preparing student records for archiving and safe disposal in line with the Retention of Documentation guidance.
8. Arrange the collection and retrieval of records as needed.

Staff training

1. Contribute to the induction process for new staff.
2. Arrange and deliver training for school staff so that they can make the best use of school systems.
3. Prepare training materials and 'how to' instructions as 'aide memoires' to help staff to get the best out of the available systems.

Staff matters

1. Assist HR manager in the completion of the gender pay gap report.

Health, Safety and Wellbeing

1. Ensure that Health and Safety Regulations and risk assessments are complied with.
2. Ensure that school policies and departmental procedures are followed, for example, Personal Care, Safeguarding, Data Protection and online safety.
3. Confidentiality must always be observed.

Other duties and responsibilities

1. Attend and contribute to Central Committee and to the work of Task Groups as appropriate.
2. Deal with correspondence promptly and as required.
3. Keep abreast of developments and changes in fields relevant to the role and communicate these to staff as appropriate.

Working arrangements

The post is for 37 hours a week, 52 weeks per year.

Normal working hours would be 8am–4pm with a 30-minute break for four days of the week and 8am–3.30pm on the fifth day. This is a full-time position, but we would be open to considering part-time options for the right candidate.

Annual leave needs to fit around report cycles/reports and exam results and be agreed with your line manager.

Decisions made

Most decisions expected of this post are taken within established procedures, practices and routines. The postholder is expected to deal with variations from the accepted pattern, missing documentation or other unusual aspects and, if appropriate, bring the matter to the attention of their line manager.

The postholder is expected to suggest changes to procedures and routines and raise awareness where this could lead to an improvement in the effectiveness of meeting the needs of students or the school.

Other

The postholder is required to develop and maintain systems to support the efficient running of the school and minimise the administration burden on teaching and support staff. The postholder will be expected to have a good knowledge of the school's policies and procedures and take the initiative.

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation; changes in technology or policy and in these cases appropriate training may be given to enable the post holder to undertake any new or varied work.

July 2025