



Job Description

Position: Data Manager

Line Manager: Principal

Purpose of the role:

The School Data Manager is responsible for the strategic oversight and operational management of the school's Management Information System (MIS), iSAMS. This role ensures the integrity, security, and intelligent use of data to support academic performance, pastoral care, whole-school operations and ultimately school improvement.

Duties & Responsibilities

Lead on Data Management and maintain iSAMS

- Manage and analyse the various data produced by the school to meet the needs of the school
- Manage the school management system (iSAMS)
- Ensure that all data is accurate, up-to-date, and compliant with relevant regulations, school policies and GDPR requirements
- Provide insights to the school middle and senior management teams at JS and SS based on data analysis
- Develop and maintain reports on key performance indicators (KPIs)
- Work with other members of staff to ensure that data is collected and analysed in a timely manner
- Provide training to staff on how to use the school management system (iSAMS) and other data tools
- Collect, organize, and manage various types of school-related data, including student records, attendance, assessment results, and staff information.
- Analyse collected data to identify trends, patterns, and insights that can inform school policies, teaching strategies, and student support programs.
- Oversee the school management system (iSAMS), ensuring accurate data entry, system updates, and troubleshooting issues. Collaborate with IT professionals when necessary.
- Generate regular and ad-hoc reports for school administrators, educators, and other stakeholders. Present data-driven insights in a clear and understandable manner.
- Ensure data security and confidentiality, implementing protocols to safeguard sensitive information in compliance with relevant regulations.
- Provide training and support to staff members on data entry procedures, report generation, and effective utilization of the school management system.
- Stay updated on emerging trends, tools, and best practices in data management and analysis. Propose improvements to data-related processes and systems.

Data Analysis & Performance Insight

- Analyse student performance data across subjects, year groups, and cohorts to identify trends, gaps, and areas for intervention.
- Develop dashboards and visualizations to support SLT decision-making.



- Monitor attainment, progress, attendance, behaviour, and learning attitudes to support pastoral and academic teams.
- Produce summaries/reports and cohort analysis reports for Heads of Department/Subject Leads/Heads of Faculty and SLT.
- Oversee the collection, validation, and analysis of assessment data at key points in the academic year.
- Support preparation of data for statutory requirements as per Ministry of Education requests
- Promote a data-informed culture across the school by training staff in interpreting and using data effectively.

Student Reports

- Communicate with Heads of Department, subject leads/coordinators, year group leaders, Heads of Year etc. across both campuses for preparing the templates of the reports.
- Prepare guide notes with instructions for the teachers to use the report templates.
- Assist teachers with any issues completing the reports through the system.
- Check the reports after completion by the teachers and inform them of any errors/issues.
- Set up automatic messages so that reports are sent electronically to parents.
- Assure all parents' email addresses are up to date before sending the reports electronically.
- Analyse and summarise the results of the reports for the senior and middle leaders.

Other

Support the production and maintenance of the annual school timetable for the Junior and Senior School.

- Collect and discuss all required information with the relevant senior leaders, the timetabler at the SS & Heads of departments.
- Maintain and adapt the SS timetable to adjust to internal and external requirements and pressures if and when required.
- Ensure timetable data are accurate, complete, and available to all interested parties.
- Support the timetabler in resolving difficulties in relation to student and/or staff timetables.
- Effectively and promptly support the SS timetabler in dealing with all timetabling related queries.
- Work closely and support the timetabler at the Senior School site.

Administrative Support:

- Provide data and insights for inspections, audits, and strategic planning.
- Support admissions, exams, and curriculum teams with data-related tasks.
- Ensure all exams related data is uploaded onto the MIS for all students
- Support analysis of public exam results



Organise, analyse and present any pupil attainment data including academic targets and achievement data in a form which can then be used for actions by management and teaching staff.

Key Areas:

- Input any targets or academic data required by management into iSAMS
- Create spreadsheets with relevant data to assist teachers and management in identifying underachievement and to monitor pupil progress.
- Assist management and staff with the use of the CEM systems of Base, Midyis, Yellis and in KS5 ALPS.

Assist other administrative colleagues with the collection and preparation of statistical information as required by the various ministries using the ISAMS system.

Support senior leaders in driving the strategy and vision of the use of data throughout the school.

Non limiting clause

This job description is not intended to be a complete or limiting description of the tasks or responsibilities that the post holder may reasonably be requested to undertake. The job description may be changed to meet new demands or circumstances and following consultations between the post holder and the Headteacher/Principal.