

JOB OPPORTUNITY

Data Manager

Educating to truth, goodness and beauty.

Terling Road, Dagenham
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School Mission Statement

We are all one in Christ, our mission and our responsibility is to recognise all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness.

(1 Cor. 12-29)

Role	Data Manager
Closing Date for Application	Friday 28 th March
Required For	June or sooner
Term	Fixed term to Permanent
Salary	P01 point 27 term time plus 2 weeks
Responsible for:	To provide admin support to the School and Senior Leadership

All applicants must complete a CES application form for this post.

School Information

All Saints Catholic School is an Outstanding Catholic comprehensive school situated in the London Borough of Barking and Dagenham and within the Diocese of Brentwood, with good transport links to central London.

All Saints Catholic School has over 1400 students from year 7 to 13. The school achieves excellent exam results, with a Progress 8 score of 0.72 (well above average). We have received an Educational Outcomes award for being in the top 12 percent of schools in the country for progress.

Our core values of Respect, Understanding, Affection and Humour underpin all aspects of our pastoral and academic daily routines. Our 2024 Ofsted judged us to be an Outstanding school, highlighting that “the school successfully encourages pupils to demonstrate its core values, which include respect and understanding others. In addition to this, pupils meet the school’s exceedingly high academic expectations and achieve very well”.

We have won a number of awards which reflect our inclusive approach to education, including being awarded the Rights Respecting Schools Gold Award and the Inclusion Quality Mark, this is indicative of our “One in Christ” motto that we apply every day to everyone that is a part of the school community.

Our learning is based on the transcendental values of truth, goodness and beauty. We encourage pupils to discover truth, develop a sense of goodness and appreciate beauty in the world around them. Please watch our school videos available at: <http://allsaintsschool.co.uk/> to get a further insight into life at All Saints.

Job Purpose:

The Data Manager is responsible for overseeing all aspects of data management within the school, ensuring accurate collection, analysis, and reporting of student data. This role plays a key part in supporting teaching and learning by providing reliable data to inform decision-making.

Key Responsibilities:

Data Management & Analysis:

- Maintain and manage the school's Management Information System (Bromcom).
- Ensure accurate and timely data input, retrieval, and reporting for assessments, attendance, and student records.
- Produce detailed reports and analysis to support school improvement, including progress tracking and performance monitoring.
- Oversee the processing of student admissions, leavers, and transitions within Bromcom.
- Generate data insights for internal and external reporting (e.g., Ofsted, DfE, Governors).

Assessment & Reporting:

- Manage assessment data, including processing exam results, progress reports, and target setting.
- Support teachers and senior leaders in analysing student performance data to inform teaching strategies.
- Coordinate the production and distribution of student reports for parents and staff.

Examinations Support:

- Work closely with the Exams Officer to ensure the accurate entry of examination data.
- Assist in the analysis and reporting of exam performance.

Attendance & Safeguarding Data:

- Ensure attendance data is accurately recorded, monitored, and reported.
- Support pastoral teams in identifying trends and concerns using attendance and behaviour data.
- Ensure compliance with GDPR and safeguarding policies when handling sensitive student information.

Training & Support:

- Provide training and support to staff on data management systems and best practices.
- Ensure staff have access to the necessary data and reports for their roles.

Compliance & Security:

- Ensure data protection and GDPR compliance across all school data handling processes.
 - Maintain system security and access controls, ensuring confidentiality of sensitive data.
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Person Specification:**Essential:**

- Experience working with school data systems (we use Bromcom).
- Strong analytical and data management skills.
- High level of accuracy and attention to detail.
- Ability to present data in a clear and accessible manner.
- Strong IT skills, particularly in Microsoft Excel.
- Understanding of GDPR and data protection policies.
- Excellent organisational and time management skills.
- Ability to work independently and collaboratively with staff at all levels.

Desirable:

- Experience in a school or educational setting.
- Knowledge of school performance measures (e.g., Progress 8, Attainment 8).
- Familiarity with exam data analysis and reporting.
- Experience in training or supporting staff in data systems.

STANDARDS:

Effective performance of tasks will be evaluated in relation to the Professional Standards for Teachers (DfE September 2012) and the agreed criteria for the effective functioning of a Class teacher at All Saints Catholic School(Job Descriptions 2012). The monitoring of these standards will form part of the Staff Appraisal procedure.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager including undertaking work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job t

