



WETHERBY PREPARATORY  
SCHOOL  
— MARYLEBONE —

## **Job Description: Data Manager Wetherby Preparatory School**

**Location:** Wetherby Preparatory School

**Position Type:** Full-time

### **Overview:**

Wetherby Preparatory School seeks a proactive and detail-oriented Data Manager to oversee the effective handling of academic, pastoral, and administrative data. This key role involves managing and analysing data to support educational and operational objectives, ensuring seamless data transfer between systems, and contributing to the efficient running of the school's logistical and administrative processes.

### **Key Responsibilities:**

#### **1. Data Management & Analysis:**

- Input and track academic and pastoral data to identify trends and support decision-making.
- Transfer school data between systems using Wonde, ensuring accuracy and compliance with GDPR.
- Maintain and update the database for future schools, tracking pupil offers and acceptances.

#### **2. Academic Administration:**

- Input pupil data related to class groups, sets, and activities.
- Act as the iSAMS Data Manager, ensuring the system is up-to-date and effectively utilised.
- Assist with setting up reports and references, as well as inputting and maintaining academic records.

#### **3. Event & Logistical Support:**

- Run the peripatetic music schedule, ensuring lessons are efficiently scheduled.
- Coordinate logistics for school events, including administrative support and scheduling.
- Support the Head of School by preparing documentation for meetings and general logistical assistance.

#### **4. Communication & Coordination:**

- Assist with the creation and coordination of the weekly Wetherbuzz newsletter.
- Take minutes during meetings and distribute them promptly and accurately.
- Liaise with staff and parents to ensure smooth communication regarding schedules, events, and updates.

**Qualifications & Skills:**

- Strong attention to detail and ability to manage multiple data streams with accuracy.
- Excellent IT skills, including proficiency in database management systems (e.g., iSAMS) and data transfer platforms like Wonde.
- Analytical mindset with the ability to interpret data and identify trends.
- Outstanding organisational and time-management abilities.
- Strong written and verbal communication skills.
- Experience in coordinating schedules and events is desirable.
- Discretion and professionalism when handling sensitive data.

**Personal Attributes:**

- A proactive approach with the ability to work independently and as part of a team.
- Flexibility to adapt to the varied demands of a school environment.
- Enthusiasm for contributing to the smooth operation of the school and supporting its educational mission.

**General Responsibilities:**

- To comply with all legal requirements such as register of attendance and Health and Safety regulations.
- To carry out all reasonable tasks as delegated by the Head
- To attend professional development courses to further knowledge and expertise as and when appropriate.
- Responsibility for promoting and safeguarding the welfare of children and young people for whom you are responsible, or with whom you come into contact in the school. It is your responsibility to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If at any time you identify any instance that a child or young person is at risk you must report your concerns immediately to the Designated Safeguarding Lead or the Head.

Wetherby Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All candidates will be required to undergo an enhanced DBS check.

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.