

CHRIST'S COLLEGE
FINCHLEY

Recruitment Pack
Data Manager

ADVANCE YOUR CAREER

At Christ's College Finchley we value our staff by providing a positive school climate. Our aim is to ensure a balanced, secure and healthy workplace where our teaching and support staff can flourish. We do this because we know that our staff are central to the success of our pupils.

Your passion for education will be evident along with essential qualities such as the ability to communicate effectively, the ability to listen and the ability to collaborate and work with others. You will have that unique skill of monitoring and inspiring our young people and in return we will provide you with every opportunity for a rewarding career.

Christ's College Finchley has a high-performing workforce and staff talent which is evident by the low levels of staff absences and turnover. Our staff wellbeing approach is a priority and, along with our focus on promoting from within, is central to our staff retention strategy. We place great emphasis on reviewing individual workloads and time pressures to ensure there are flexible work routines; workplace support and integration; individual and team recognition; and positive working relationships to maintain and improve the mental and physical wellbeing of our staff.

In the same way that we have high expectations of our pupils, we have high expectations of our staff but the benefits and rewards are multitudinous, from job satisfaction and career development to professional and lifestyle benefits.

CAREER, HEALTH AND WEALTH BENEFITS

In choosing to join us at Christ's College Finchley, you will be entitled to a range of benefits, designed to support you. We believe that staff can only discharge their responsibility for pupils if their own wellbeing is strong and therefore we prioritise reducing staff workload and fostering good wellbeing for all staff at CCF.

- Joining a welcoming team - we tend to describe CCF as Christ's College Family - with an environment where staff are encouraged to thrive and where senior leaders focus on strategies to ensure workloads are manageable, there is flexibility where possible and that staff are recognised for the excellent work they do.
- A school where teachers can teach because of strong behaviour systems and a recognition that teachers are the experts and therefore have autonomy, with no fads or 'non-negotiables'.
- A well-planned and personalised CPD programme to ensure we continue to improve year-on-year.
- Teaching staff have access to the Teachers' Pension Scheme with generous employer contributions and support staff are enrolled in the local government pension scheme.
- Annual on-site flu jab for all staff, including those not eligible for a free NHS flu jab.
- Free tea and coffee in our large staff room.
- A range of social events including summer barbeques and winter socials. Cake at Break takes place every Wednesday.
- On-site free parking.
- A scheduled calendar for staff, published in advance, with flexibility for events such as parents' evenings, which take place virtually, and a commitment to remaining under directed time.
- Trained Mental Health First Aiders.
- Eligible staff are entitled to an eye test and a contribution towards corrective glasses where they are required specifically for display screen equipment use.
- Membership of the Schools Advisory Service which provides access for staff to a range of benefits including: GP appointment, counselling, some operations, physiotherapy and menopause support.





We are seeking a highly collaborative, approachable, and proactive individual who thrives in a vibrant school environment and genuinely enjoys being around and inspiring young people. As part of the CCF team, you will be someone who values strong team working relationships, communicates effectively with staff across all levels, and brings a flexible, positive approach to supporting our pupils and school community.

As Data Manager, you will play a central role in driving school improvement by acting as the strategic lead for the Management Information System (Bromcom) and key national analysis platforms like FFT Aspire and Alps Connect. Working directly alongside the Senior Leadership Team and middle leaders, you will oversee assessment tracking, manage statutory DfE returns, and translate complex student performance data into actionable insights that empower staff and support pupil achievement.

POST TITLE:	Data Manager
DEPARTMENT:	Administration
SALARY/GRADE:	SCP 23-28 £38,256 - £42,060 FTE (pro rata for reduced working weeks)
ROLE TYPE:	Permanent, with flexible working arrangements tailored to the successful candidate—offering adaptable daily hours/part time work. Term time only + additional weeks worked as required.
RESPONSIBLE FOR:	Leading the school's Management Information System (Bromcom), managing statutory DfE returns, and providing key performance analytics to support assessment tracking and student progress.
RESPONSIBLE TO:	Senior Leadership Team

JOB DESCRIPTION

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement, as well as the duties set out in the statutory guidance on 'Keeping children safe in education' and 'Working Together to Safeguard Children', at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, or have any concerns about a child's welfare, they must report any concerns to the School's Designated Safeguarding Lead immediately. This Job Description summarises the purpose of the job and lists its key tasks. It is not a definite list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Academy in consultation with the post holder.

KEY OBJECTIVES/ACCOUNTABILITIES

Leading Others

- Providing access for staff (including ITT), to various online packages (Bromcom, FFT Aspire, Alps Connect, MCAS others as necessary)
- Lead role for CPD in ICT packages (Bromcom, FFT Aspire, MCAS, Alps Connect, others as necessary) for staff.
- Advise and lead SLT and Middle leaders on the use of data to improve subject and cohort performance.
- Act as the key organisational leader of Bromcom.
- Work with the Deputy Headteacher on producing the whole School Calendar and Assessment, Recording and Reporting schedule.
- Work closely with the IT team to ensure the smooth running of data systems.

Assessment and Improvement

- Producing individual aspirational student targets using national data, including Fischer Family Trust / Alps.
- Oversee data collection processes, checking for completion, advising key leaders of incompletion, reviewing processes regularly.

Reporting

- Administer processes for reporting key information to meet statutory requirements to parents via Bromcom.
- Overseeing the creation of internal progress / behaviour reports and creating relevant analysis for learning community / subject staff to use to inform appropriate intervention.

Performance Analysis

- Download, cleanse, and input raw internal and external assessment data into third-party analysis platforms (including FFT Aspire, Alps Connect, and Testwise) to ensure accurate tracking and reporting.
- Providing ISDR information to SLT members and responding to arising issues.
- Ensuring key leaders can analyse external attainment and progress data (producing Subject Impact Summaries in a timely and appropriate way, creating relevant analysis from ASP / FFT / Alps.

External Relationships
- Liaising with external assessment agencies. (e.g. DfE data checking, Alps, CAT, FFT, Bromcom)
- Complete the annual student census according to the timetable required and meeting external deadlines.

Fulfil wider professional responsibilities
- Make a positive contribution to the wider life and ethos of the school.

Professional Behaviour
- Employees of Christ's College Finchley are expected to be courteous and co-operative towards colleagues and provide a welcoming environment for visitors and telephone callers.
- Be aware of, and comply with, policies and procedures relating to safeguarding, data protection, health and safety.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approch.
- Participate in training as required.

General
All staff are expected to adhere to Christ's College Finchley policies and procedures. The postholder may be asked to perform other duties, including covering the essential work of absent colleagues, commensurate with the grading of the post, as directed by their line manager or senior leadership team.

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this committment.

PERSON SPECIFICATION

Quality	Essential	Desirable
Relevant degree or equivalent professional experience in data analysis, ICT, or statistics	X	
Proven experience managing school MIS platforms (specifically Bromcom) and statutory DfE returns/census		X
Experience leading staff training/CPD on data systems and software		X
Advanced data analysis and spreadsheet skills (Excel/Google Sheets) with strong attention to detail	X	
Comprehensive knowledge of UK GDPR and Data Protection legislation within an educational setting, with the capability and readiness to assume overall responsibility for the school's data governance and data controller obligations	X	
Experience importing and managing data within school analysis platforms such as FFT Aspire, Alps Connect, and Testwise		X
Excellent communication, organisational, and time-management skills under deadline pressure	X	
Collaborative, flexible, and solution-focused working style	X	
An excellent knowledge of guidance and requirements around safeguarding children	X	
High expectations for children's attainment, progress and behaviour	X	
A dedication to student well-being, inclusion, and professional development.	X	

The Academy achieves some of the highest outcomes at GCSE of any comprehensive school in the country and ranked 272nd in the country in The Times' Parent Power Best Schools list (2025). Over 35% of all GCSE grades were 9-7 in summer 2026 and 67% of all A-levels were graded at A-B.*



FURTHER INFORMATION

Compulsory declarations of any convictions, cautions or reprimands, warnings or bindovers
It is the school's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitations of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Online Searches
After shortlisting, Christ's College Finchley will conduct an online search as part of our due diligence and compliance with KCSIE. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with the applicant at interview.

References
Referees will be asked about all disciplinary offences which may include those where a penalty is 'time expired' if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

Privacy Notice for Job Applicants
This can be found on the school's website.

Providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if in post and possible referral to the police. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire, and may be required to undergo a medical examination.

