



**Thomas's**

# Senior Data Manager

To apply, please complete the application form  
and submit it with your CV and covering  
addressed to Michael Swart, Director of IT

**C/O Bridget Camden-Smith**  
**[bcamdensmith@thomas-s.co.uk](mailto:bcamdensmith@thomas-s.co.uk)**

**[thomas-s.co.uk](http://thomas-s.co.uk)**



# Senior Data Manager

## ASAP

### Application Details

We are seeking a hard working member of staff who has the ability to work independently and within a team, meeting the needs of the group of schools.

We are looking for an individual who thinks "outside the box" and is an expert in data management and analysis.

The ideal candidate for this role should be highly analytical and have an eye for detail.

You will possess critical thinking and problem solving skills with a passion for providing users with solutions.

You will need to possess the technical and personal skills to explain and train IT systems to non-technical stakeholders and users.

To apply for this post please complete the school's application form [Click Here](#) and forward it together with your CV and covering letter to:  
**[bcamdensmith@thomas-s.co.uk](mailto:bcamdensmith@thomas-s.co.uk)**

Applications will be considered on receipt so early application is advised.

Salary:  
**£55,000 -£60,000**

Closing date:  
**Tuesday 12th April**

Interview date:  
**W/C Tuesday 18th April**

Start date:  
**ASAP**

*Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to safeguarding checks, including an enhanced DBS check.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

*The safeguarding responsibilities of the post as per the job description and personal specification.*

*For details of the checks which will be undertaken as part of our recruitment process, please see our Recruitment Policy which can be found here [www.thomas-s.co.uk/policies/](http://www.thomas-s.co.uk/policies/) under the 'Thomas's Policy' tab.*

# Job Description for Senior Data Manger

## Job Role:

Senior Data Manager

## Reporting to:

Director of IT

## Hours of Work:

Monday to Friday, 08h00 to 17h00 (Full time, all year round)

## Summary of the role:

The purpose of the Senior Data Manager is to drive an innovative data culture forward within the school. Coordinate and manage the efficient running of the Group's data and other integrated systems in order to support the schools and leadership.

They will be responsible for all aspects of data collection, management, analysis and sharing. Attention to detail, a high level of accuracy and the ability to work in a team and independently are required.

## General:

- Overall responsibility for the group's Management Information Systems, other data systems and data including the annual rollover process.
- Act as key liaison between academic staff and the group's IT Department to facilitate the above.
- Line manage the Data Manager.
- Co-ordinate and document the integration and ongoing development of relevant data, processes and procedures into the group's existing information management infrastructure.
- Oversee the annual rollover process.

- Work closely with the Registrars and Compliance Manager on the Admissions process and online application system.
- Overall responsibility of teaching and timetabling information in conjunction with the timetable leads.
- Liaise with the group's timetable leads on critical updates of the academic timetables throughout the year.
- Oversee the set up and maintenance of the registration cycles at the beginning of each academic term.
- Overall responsibility of all data analysis and reporting to all departments.
- Manage the production of reports using assessment data to assist Leadership Teams and teaching staff to track student progress, ensure data is entered on time and completed by teachers.
- Oversee the production of reports for the Academic team to facilitate a full analysis of the results of report grades and public examinations.
- Manage ad hoc requests for data and/or analysis.
- Make recommendations to inform decision-making and improve student performance by analysing data for attainment, progress, behaviour and attendance.
- Oversee the production of statutory returns to the Department of Education (DfE), as well as other bodies.
- Ensure the integrity of data stored within the MIS and other systems in use by the group.
- Troubleshoot and manage reported problems with the MIS and other systems in use by the group.
- Extend and/or supplement the use of the MIS and other systems to serve the present and future needs of the group and assist with staff training.
- Work closely with the Director of IT to ensure the smooth running of all data systems.

### **Additional roles:**

- Assist the Examinations Officer and the Academic Leadership teams as requested by the Heads of School and the Director of IT.
- Liaise with other departments when required and as agreed with the Heads of School and the Director of IT.
- Liaise with the Director of IT regarding all technical aspects of the group's MIS and the implementation of new systems and/or modules, upgrades, maintaining users and accounts, troubleshooting issues.
- Oversee the production and maintenance of data dashboards to inform the Leadership Teams and group's board.
- Innovation with artificial intelligence to automate processes and decision making.

### **Professional Development:**

- In consultation with Senior Leadership, respond to educational developments, both strategic and operational, which have implications on data management including data security and integrity.
- Attend workshops, take courses, and read technology literature to acquire relevant knowledge and skills.
- Keep abreast of new technologies and research through contacts with technology companies, professional organisations, reading of publications, and attendance of professional conferences.

### **Culture and Communication:**

- Attend meetings of the Leadership Teams and other meetings as required.
- Organise and prioritise the processing of assessment data in line with the school calendar to ensure the timely flow of relevant information.
- Develop constructive relationships and communicate effectively to all levels of users as well as with external agencies/professionals.
- Train and support staff on entering data into assessment recording systems and act as a key point of contact for user queries on all aspects of the group's MIS and other data systems.

### **Policy and Planning:**

- Contribute to the implementation and compliance of data protection policies as it relates to the MIS and other systems.
- Work with the Senior Leadership Teams in setting clear and workable deadlines for data collection to meet all deadlines.
- Develop standard operating procedures and best practices with regard to ongoing maintenance and usage of the group's MIS and systems, including providing written protocols and guidance to relevant stakeholders.
- Maintain the group's MIS and data systems in line with all data protection legislation and cyber security principals.

### **Other Duties:**

- Document all databases, software, systems, integration and procedures.
- Document all data workflows and sharing of data with 3rd parties.
- Undertake other duties of an appropriate level and nature as and when requested by the Director of IT.

*This role involves regular contact with children and falls within the category of regulated activity; therefore, the school will conduct safeguarding checks, including an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.*

*The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and will be required to adhere to the school's policies 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, he/she must report any concerns to the school's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) immediately.*

# Person Specification

## Skills:

Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate	<b>Essential</b>
Ability to work effectively as a manager of a team, to show initiative and imagination, to have vision and the ability to inspire others	<b>Essential</b>
Organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities	<b>Essential</b>
Strong analytical and problem solving skills, combined with a proactive and positive approach to change management	<b>Essential</b>
Effective in instigating and implementing change Able to see through complex strategies from concept to conclusion	<b>Essential</b>
Able to maintain a high work rate and to time manage a range of tasks and issues all at once	<b>Essential</b>
Excellent written and spoken English, with the ability to articulate ideas and communicate clearly	<b>Essential</b>
Sufficient numeracy to interpret data	<b>Essential</b>

## Knowledge:

An awareness of recent important national educational developments and an interest in keeping abreast of changes	<b>Essential</b>
A high level of knowledge of the potential for IT and digital technology in enabling innovative and effective approaches to learning, teaching and school organisation	<b>Essential</b>
Knowledge and understanding of the examination / assessment frameworks used in schools	<b>Desirable</b>

## Qualifications:

Educated to A level or equivalent	<b>Essential</b>
Educated to degree level or above	<b>Desirable</b>

## Experience:

Experience of extracting, interpreting and distributing complex data to tight deadlines	<b>Essential</b>
Experience working within a school environment	<b>Desirable</b>
Experience using Google Workspace apps (Gmail, Drive, Docs, Sheets)	<b>Desirable</b>

## Attitude and approach:

A sensitivity to the needs of young people	<b>Essential</b>
Personal integrity, honesty, energy, enthusiasm	<b>Essential</b>
A willingness to give generously of your time to support the Group of Schools	<b>Essential</b>
Commitment to personal development and life-long learning	<b>Essential</b>