



Data Manager

Location	Mercia Northridge School (currently Chaucer School) (Sheffield)
Salary	Grade 6, £33,143 to £37,280 (subject to forthcoming NJC pay increase)
Contract term	Full time - 37 hours, 52 weeks, Permanent
Responsible to	Deputy Headteacher
Start date	July 2026 or September 2026
Closing date	Midnight Sunday 7 June 2026

Mercia Learning Trust

Mercia Learning Trust is a successful partnership of four primary and three secondary schools located in Sheffield, and will soon be joined by our eighth school, Mercia Northridge School. Established in 2012, with one secondary school, our trust has grown to serving over 5000 pupils, with 650 staff.

Why do we exist?

- To empower everyone in our communities, especially the most disadvantaged, to succeed.

How do we behave?

- We are kind - showing care and supporting each other.
- We have integrity - doing the right thing and always putting children first.
- We work with diligence - overcoming obstacles and having no excuses.

What do we do?

- We run schools that focus on academic excellence, cultural capital and the development of character.

How will we succeed?

- A culture of excellence – high standards shaped by clarity, not control.
- Academic focus – empowering all children through an exceptional curriculum.
- Purposeful collaboration – relationships built on trust, reducing sub-optimisation and driving collective success.

Our staff are a crucial part of our trust, just like our pupils. We are devoted to recruiting, training, retaining and taking good care of our highly skilled and dedicated team.

Mercia Northridge School

Mercia Northridge School will open in September 2026 as the eighth school to join Mercia Learning Trust. Mercia Northridge School is a secondary school for children aged 11 - 16. It is situated in Sheffield and has over 700 pupils on roll.

Mercia Northridge School strives to provide all pupils, no matter their background or starting point, an academic curriculum that allows them to excel and thrive when they leave. We are committed to the most vulnerable pupils, and we are recruiting those who believe that high standards and expectations are necessary to lead pupils towards success.

The role

As data manager, you will play a crucial role in managing and maintaining accurate and reliable data related to pupil academic performance, alongside ensuring our management information system is kept up to date.

You will be responsible for managing and analysing pupil data, generating reports, and supporting the academic team in making data-driven decisions. Additionally, you will be required to keep pupil details updated in Bromcom, including managing the timetable.

Job description

Purpose

To empower everyone in our communities, especially the most disadvantaged, to succeed.

Key responsibilities

- Lead the management and development of the school's assessment and data systems, including Bromcom and Sisra, ensuring accuracy, efficiency and effective reporting.
- Ensure all assessment data is collected, validated and entered accurately within agreed timescales.
- Support the development of systems and processes that enable effective analysis of pupil performance at individual, class, subject and whole-school level.
- Produce and distribute accurate data reports and analysis for senior leaders, governors, trust leaders, staff and external agencies as required.
- Work with senior leaders to support the effective use of assessment information to inform teaching, intervention and school improvement.
- Support the development and administration of school reporting processes for pupils and parents.
- Support the planning, development and maintenance of the school timetable in collaboration with senior leaders.
- Maintain accurate curriculum, class and pupil timetable data within school systems.
- Support curriculum and staffing planning through the effective organisation and analysis of timetable and pupil data.
- Assist with options processes, class allocations and timetable changes as required.
- Ensure timetable and curriculum information is accurate, up to date and effectively communicated.
- Maintain accurate pupil data and records in line with trust policies and data protection requirements.
- Ensure effective systems are in place for data security, confidentiality and GDPR compliance.
- Develop and maintain clear procedures relating to assessment, reporting and data management.
- Support the ongoing review and improvement of data systems and processes to ensure efficiency and accuracy.
- Work collaboratively with school and trust staff to support operational and curriculum requirements linked to pupil data.
- Develop and maintain effective working relationships with trust staff, school leaders and external agencies.
- Work collaboratively with curriculum leaders and teaching staff to support assessment, reporting and curriculum planning.
- Support communication with pupils and families regarding reporting and assessment processes.

General/other

- Attend and participate in relevant meetings, training and events as required.
- Contribute to the overall development of Mercia Northridge School and Mercia Learning Trust, ensuring both operate because of shared and collective responsibility, including, contributing to trust partnership activities to drive school and trust improvement.
- All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities, as set out in the staff handbook.
- Any other delegated roles as directed by the headteacher.

This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the headteacher to reflect or anticipate changes in the role which are commensurate with the grade and job title.

Person specification

Role: Data Manager

Attributes	Essential	Desirable	Assessment
Qualifications and training	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent in relevant field • Grade 4 (or equivalent) or above in English and maths 	<ul style="list-style-type: none"> • Evidence of education at A-level standard • Evidence of and commitment to continuing professional development 	<ul style="list-style-type: none"> • Application • Interview • References
Skills and knowledge	<ul style="list-style-type: none"> • Rigorous and methodical with the ability to manage own workload and meet deadlines • Ability to interpret data and carry out analysis • Good communication and interpersonal skills • Proactive and forward thinking • Ability to work as a team member and use own initiative and with minimum supervision 		<ul style="list-style-type: none"> • Application • Interview • References
Experience	<ul style="list-style-type: none"> • 2 years' experience working in a higher-level administration role and handling data • Experience of using management information systems and data input/retrieval/reporting 	<ul style="list-style-type: none"> • Previous experience of working in an exams and/or data role within a school • Knowledge of and ability to complete statistical returns 	<ul style="list-style-type: none"> • Application • Interview • References
Personal qualities	<ul style="list-style-type: none"> • Clear understanding of working effectively with the leadership team • Proven record of being transparent, approachable, and accountable • Team player • Ability to receive and act on feedback • Strong attention to detail • Aligned to values of our trust and schools 		<ul style="list-style-type: none"> • Application • Interview • References

Staff testimonial videos

Please take the time to watch these staff testimonial videos.

Working for Mercia Learning Trust

Staff wellbeing at Mercia Learning Trust

How to apply

All candidates must complete the following application process:

- Applications for this role are via the TES website.
- We do not accept CVs or council forms.

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers before the final selection stage.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within two weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information

Visit [here](#) for more on what it's like working for our trust, what we offer you, and what we're looking for.

Should you require any additional information about the role or the school or would like an informal discussion or out of hours visit, please contact the Headteacher's PA, Chelsea Clarke via cclarke@chaucer.sheffield.sch.uk.

The closing date for applications is midnight Sunday 7 June 2026.

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2025, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an equal opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities, and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact our recruitment team on 0114 349 4230.