



Dunottar School



Working at Dunottar

DATA MANAGER

For May 2026



Welcome to Dunottar School

Dunottar is a vibrant, co-educational independent secondary school in Reigate, Surrey. We have 460 pupils across Years 7-13 (ages 11-18) and are part of United Learning's family of schools. We are also entering an exciting phase of growth, having recently been granted permission to expand our roll to 600 students. 2026 is an important milestone in our school's rich history as it marks our Centenary year. At Dunottar our aim is to bring out the best in every pupil, enabling them to be the very best they can be. Pastoral care is at the heart of everything we do, and we pride ourselves on our warm and nurturing, family environment. In addition, we offer an outstanding education to our pupils and, through excellent teaching and high levels of individual support, seek to enable them to achieve added value which is comparable with what is achieved in the top schools in the UK.

We are delighted that you are considering working at Dunottar School. We are a close-knit team where every professional's impact and input is valued. As a rapidly developing school, I am looking for staff who pride themselves on the highest possible professional standards, are keen to immerse themselves in school life and who relish the creativity of the opportunity that is provided here.

In return, you will enjoy an exciting and rewarding professional life where you will genuinely feel that you are shaping not just the futures of the children we teach, but the school itself. As part of United Learning's family of schools, your professional development opportunities are second to none. Our staff benefit from the expertise that comes from working with other dedicated teachers and staff from a variety of different schools and contexts; so whatever stage of your career you are at, I am confident that you will continue to learn and develop by becoming part of our team.

Mark Tottman, Headmaster



Job Description

Job Title:	Data Manager
Reporting to:	Deputy Head, (Operations) a member of SLT
Working Hours:	Full time (37.5 hours per week) All Year Round 26 days annual leave plus bank holidays

Overview

The Data Manager plays a pivotal role in ensuring the accurate management, analysis, and reporting of all school data. This position underpins high-quality Teaching & Learning by providing staff and senior leaders with reliable insights that support classroom practice, strategic planning, and evidence-based decision-making. The role also ensures that statutory reporting requirements are met and that data processes operate efficiently throughout the academic year, contributing to the school's overall operational effectiveness.

Working closely with the Deputy Head (Operations), Timetabler and supporting the Data Protection Lead, the Data Manager upholds the highest standards of data integrity, security, and compliance. A key aspect of the role is the effective use and development of the school's information systems—particularly iSAMs—ensuring they are optimised, accurate, and accessible to those who rely on them. The successful candidate will combine strong technical proficiency with excellent analytical skills and a collaborative approach, contributing to a data-driven culture that enhances the overall performance and efficiency of the school.

Key Responsibilities

Data Management & Systems

- Manage and maintain the school's Management Information System (iSAMS), ensuring data accuracy, consistency, and reliability.
- Support the Timetabler in the development, maintenance, and review of the school timetable using TimeTabler.
- Manage and support the use of Options TOOLS, assisting with curriculum planning and creation of option blocks.
- Ensure effective data integration between systems (e.g. admissions, assessment, attendance, reporting, medical, cover and timetable data).
- Maintain student, staff, and academic data in accordance with school policies and GDPR requirements.
- Process changes to staff, pupil and room timetables.
- Carry out backend configuration, development, maintenance and troubleshooting for all third-party systems, including: iSAMS, SOCS, Evolve, Firefly, Wonde, School Cloud, InVentry.
- Provide front-line support to staff, pupils and parents for the above systems.
- Contribute to the implementation of new systems and data integration.
- Ensure the smooth migration of data between systems.
- Raise cases with third-party technical support as required.
- Maintain up to date knowledge of the School's systems and emerging new and additional functionality, and identify benefits for the School to expand their use, in liaison with Senior Leaders.

Reporting & Data Analysis

- Produce regular and ad hoc data reports for Senior Leaders, Heads of Department, Heads of Year and teaching staff.
- Analyse assessment, attainment, progress, attendance, and behaviour data to support Teaching & Learning and school improvement.
- Prepare accurate and timely data reports and summaries to inform curriculum planning, interventions, and performance monitoring for the school and United Learning.
- Support the evaluation of teaching and learning through robust data analysis.
- Process pupil attainment data from internal assessments and send reports to families.
- Initiate the distribution of academic reports and monitor the report cycle.
- Assist in proofing of reports and write report templates as required.
- Assist with the analysis of GCSE and A-level results.
- Prepare data component of Headteachers' Report to Governors.

Key Responsibilities Continued

Teaching & Learning Support

- Work closely with the Deputy Head (Academic), other members of SLT, Heads of Department, and teaching staff to identify data requirements related to T&L.
- Provide insight into trends and patterns in student performance and progress.
- Support assessment and reporting cycles, including internal data collections and external reporting requirements.
- Ensuring accuracy of data being provided to CEM (Value Added reporting: MidYIS, Yellis, ALIS).

Data Protection & Compliance

- Support the Data Protection Lead with Subject Access Requests (SARs), including data identification, extraction, and collation within required timescales.
- Assist in ensuring compliance with GDPR and data protection legislation.
- Maintain accurate records and documentation to support audits, ISI inspections and their findings, and data protection processes.
- Ability to draft, review, and update Data Protection Impact Assessments to support data protection and privacy compliance.
- Ensure secure handling of sensitive and confidential information at all times.
- Lead on statutory data returns such as census submissions.

Training & Support

- Provide guidance and training to staff on the effective use of data systems and reports.
- Act as a key point of contact for data-related queries across the school.
- Provide support for ad-hoc projects as required by SLT.





Person Specification

Education & Qualifications

- Educated to at least A-level standard or equivalent.
- IT or data-related qualifications would be an advantage.

Essential Skills & Experience

- Proven experience in a data-focused role within a school or educational setting.
- Strong working knowledge of iSAMS, TimeTabler, and Options Tool.
- Experience supporting timetable processes and curriculum planning.
- Experience producing, analysing, and presenting data reports to support Teaching & Learning.
- High level of accuracy and attention to detail.
- Excellent working knowledge of Microsoft Excel and good knowledge of other Microsoft Office software (Outlook, Word, Teams, PowerPoint) as well as SharePoint
- Ability to communicate complex data clearly to non-technical audiences.

Desirable

- Experience supporting Data Protection Leads or handling SARs.
- Knowledge of GDPR and data protection requirements within education.
- Experience supporting inspections or audits.
- Working knowledge of SQL, including the ability to interpret existing queries and create new ones as needed.
- Skills with presentation packages like Power BI.
- Interest or experience with AI tools to interact with structured data.

This job description is not intended to be all-inclusive and the post holder may perform other duties reasonably required by the Headmaster. The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.



Personal Attributes

- Highly organised and methodical, with the ability to multi-task.
- Proactive, flexible, and solution-focused.
- Able to manage competing deadlines effectively.
- Self-motivated, with the ability to work under pressure in a fast-paced environment.
- Professional and discreet when handling sensitive information.
- Strong analytical and problem-solving skills.
- High levels of personal integrity, discretion, confidentiality and awareness of data protection requirements.
- Meticulous attention to detail and accuracy in data handling and presentation.
- Able to communicate confidently with staff at all levels and to communicate complex ideas to non-IT professionals with clarity.
- Strong interpersonal skills and the ability to create productive working relationships at all levels.
- Strong customer service orientation and skills and proactive in anticipating data requirements.
- Enthusiastic team player.
- Commitment to personal professional development and a willingness to develop own skills.



Part of United Learning

Dunottar School is part of United Learning, a large, and growing, group of over 100 schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our Group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

The Package

- **Salary:** Up to £52,982 per annum depending on skills and experience.
- **Pension:** L&G Pension Scheme.
- **Remission of fees:** For your children at UL independent schools (in line with the usual admissions policy) - currently 33%, pro rata for part-time staff.
- Tailored **Continuous Professional Development**
- **Employee benefits:** A variety of benefits including gym, cycle and car lease schemes; access to an Employee Assistance Programme which provides independent, confidential advice 24 hours a day; money back towards the cost of essential healthcare; a range of discounts, including retail and entertainment discounts via Westfield Health.
- **Dining:** Free school lunch during term time.
- **Sports and leisure:** Use of the swimming pool, the Courtyard Gym and tennis courts (at specific times).
- **Wellbeing:** Staff access to confidential advice, staff social events.

Our Location and Facilities

Dunottar School is based in a handsome Palladian-style mansion set in 15 acres of beautiful grounds, just outside Reigate town centre. In addition to the main Mansion House, the school has modern wings housing classrooms, a university-style Sixth Form Centre with rec room and café. The school has a £4.5m Performing Arts Centre, with music practice rooms and a 500-seat theatre, art and DT studios. Our sport facilities comprise of a 25m indoor swimming pool, a large Sports Hall with a 4-lane cricket net system, three floodlit outdoor netball courts and a sports field. Rugby and football fixtures are played at South Park FC and Old Reigatians RFC, where we have use of extensive and well-maintained rugby and football pitches (including a 4G pitch).



Contact Information

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