JOB OPPORTUNITY

DATA MANAGER

CHELLASTON ACADEMY, DERBY

Permanent

37 hours per week, 42 weeks per year

Pay Scale 6: £30,628 - £32,705 pro rata (£32,922 - £35,155 FTE)

Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes. Now, we are looking for a passionate and committed Data Manager to play a vital role in supporting this vision at Chellaston Academy.

About the Role

As Data Manager, you will lead the effective management and development of the academy's data and information systems, ensuring that accurate, reliable and meaningful data is available to support teaching, learning and school improvement. Working closely with Senior Leaders, you will oversee key processes including student progress and attainment reporting, admissions, statutory returns, examinations data, timetable support and transition activities. You will play a crucial role in ensuring compliance with GDPR and data protection regulations, maintaining the integrity of school data, and producing high-quality analysis and reports that inform strategic decision-making across the academy. This is an exciting opportunity for an experienced and highly organised professional to make a significant contribution to the success of our students and the continued development of our academy.

Who We're Looking For

We are looking for an experienced and detail-oriented data professional with a strong understanding of data management, analysis and information systems. You will have a proven track record of working accurately with complex data, meeting deadlines and maintaining high standards of compliance and confidentiality. The successful candidate will be an excellent communicator, capable of presenting data clearly to a range of audiences and building effective relationships with colleagues and external stakeholders. Experience of working within an educational environment, knowledge of MIS and reporting systems, and an understanding of school performance measures and statutory data requirements would be advantageous. Above all, you will be proactive, highly organised and committed to supporting the academy's vision of enabling every student to achieve their full potential.

About Chellaston Academy

At Chellaston Academy, children are at the heart of everything we do. Our vision is to create mature, confident and successful global citizens who can thrive in an ever-changing world, guided by our shared values of Integrity, Care and Excellence.

While strong academic outcomes matter, we believe success is defined by far more than examination results. We are committed to developing the whole person, nurturing qualities such as self-confidence, self-belief and self-esteem, and recognising and celebrating individual talents.

Our students benefit from a broad and balanced curriculum, and we work closely with parents and carers to ensure that, when expectations are high and shared, every child can achieve great things. This includes promoting an excellent attitude centred on respect, high standards of appearance, good manners, full attendance and punctuality.

Chellaston Academy is a school where:

- Diversity is celebrated and inclusion shapes everything we do.
- Children feel safe, happy and supported.
- High expectations drive achievement for all.
- Relationships between staff and students are strong, respectful and built on trust.
- Staff wellbeing is valued, and colleagues genuinely enjoy being part of our community.

Why Join Tapestry Learning Partnership?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work–life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: Tapestry Learning Partnership

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore shortlisted applicants are required to declare all unspent cautions or convictions, and any adult cautions or convictions that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 702502

Further details about our school can be found on our website: https://www.chellaston.derby.sch.uk/

To apply for this position, please visit our careers page via our website: Tapestry Learning Partnership

JOB DESCRIPTION

Post Title: Data Manager

Reporting to: Deputy Headteacher – Teaching & Learning

Grade: Sale 6

Disclosure Level: Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

Provide efficient and effective running and development of the academy's data and information systems

Key Duties and Responsibilities

- Lead the production, management and development of data across the academy.
- Ensure that the school has accurate data and to analyse data in terms of student progress, attainment, behaviour and attendance.
- Ensure and support the academy to fulfil all data protection expectations including GDPR.
- Manage the efficient transfer of data between the Academy and relevant external agencies and stakeholders.
- Produce reports and statistical returns including exam analysis.
- Download and extract external data such as exams data.
- Support the options processes at KS4 and KS5.
- Produce and analyse termly evaluative reports and manage the reporting systems.
- Support the transition process from Year 6 to Year 7 and Year 11 to Year 12, Year 13 to next steps, including the downloading of Year 13 exams data.
- Complete statutory reports such as the school census and workforce census.
- Support and maintain the current G4S mark sheets and be involved in their development.
- Lead and support the academy's admissions processes.
- Lead and support data requirement of parents' evenings.
- Support the Senior Leaders with inputting the Academy's Timetable into SIMS and making necessary changes to timetables/rooming's/groups when required.
- Supporting the transition of new students to the Academy through the securing and inputting of personal and academic information and processing leavers.
- Support the intervention mapping for the academy's Inclusion Graduated Response.
- Support with the administration of wider curricular activities such as school trips and visits.
- Support the data generation and organisation of our rewards systems and events.
- Work with the Trust Data Manager to provide reports for Senior Leaders using Go4Schools to facilitate the analysis and evaluation of student data (targets, predictions, behaviour, exclusions and attendance).
- Access external sources of data (e.g. FFT Aspire, Key to Success) to ensure students prior attainments and data is up to date.

- Line manager for the data administrator.
- Support the SLT with any other data processes, functions and development

The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification

Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
GCSE Maths and English Grade C or equivalent	✓		Application form, certificates
Degree or equivalent Data Managers Qualification		✓	Application form, certificates
Knowledge and experience			
Data management principles Understanding of Data Protection Regulations (GDPR) Understanding of the education system and assessment/performance	✓		Application form, references
Administrator for a Management Information System	✓		Application form, references
Proven experience of data management	✓		Application form, references
Maintaining high standards by adhering to regulations and timescales	✓		Application form, references
Working quickly and accurately to deadlines	✓		Application form, references
Line management	✓		Application form, references
ARBOR/ Timetabling Experience		✓	Application form, references
Go4Schools		✓	Application form, references
Managing statutory DfE returns School/academy data and performance measures		✓	Application form, references
Excellent written and oral communication	✓		Application form, references
IT literate – MS Office	✓		Application form, references
Effective communication with stakeholders	✓		Application form, references

Personal skills and qualities			
Ability to present data in a user friendly manner	✓		Application form, references
Ability to be proactive, use own initiative, be creative and think beyond the obvious solutions	✓		Application form, references
Highly organised	✓		Application form, references
Self-motivated	✓		Application form, references
Ability to work under pressure and manage conflicting priorities, prioritise workload, maintain high standards, solve problems and meet deadlines	✓		Application form, references
Ability to communicate effectively with a range of stakeholders A willingness to undertake further professional development and training.	✓		Application form, references
Ability to recognise potential child safeguarding issues		✓	Application form, references