



WELLSPRING

We Make A Difference

Data Manager

Hybrid of remote and office working



The Role

As our Data Manager, you will play a pivotal role in overseeing and supporting data management across the Trust.

You will ensure the accuracy, consistency, and accessibility of data for all schools, with a focus on Beacon Academy. By working closely with school leaders, the Trust Data Manager, and regional teams, you will streamline data processes and provide insights for decision-making. Together, we will foster an environment of informed decisions and data-driven strategies, ultimately making a significant impact on the educational experiences and outcomes of the pupils we serve.

This is a hybrid and flexible role with responsibility for both Beacon Academy and the support of data management across the entire Trust. The position offers a unique opportunity to manage and optimise data systems at both a school level whilst developing Trust-wide experience. It may suit an existing school Data Manager who is looking to broaden their expertise and contribute to shaping data strategy at a larger scale within a multi-academy trust.

The role is primarily based centrally within the Trust, with an average of one day per week on-site at Beacon Academy (DN35 9NF). The remaining days will be spent working centrally in Barnsley, remotely supporting Beacon Academy, assisting the Trust Data Manager, and providing support to other schools across the trust as required. **If you are proactive, solution-focused, and eager to work in a flexible, hybrid environment while making a meaningful impact across the Trust, we would love to hear from you.**

Key Responsibilities:

- **Data Management:** Support in overseeing and coordinating data management processes across the Trust, ensuring consistency, accuracy, and accessibility of data for all schools.
- **MIS (Arbor) Management:** Manage student records, assessment data, and reporting processes to ensure accuracy and consistency.
- **Data Analysis & Reporting:** Create and analyse student progress data, prepare reports for stakeholders, and ensure data protection compliance.
- **Student Records Management:** Manage census data, mid-term admissions, and the on/off-roll process in line with legal requirements.
- **Curriculum & Timetable Support:** Assist in dataset setup, timetabling configuration, and maintenance of teaching groups.

We are interested in hearing from people who:

- We are looking for candidates who are self-motivated, organised, and able to manage complex data systems, such as Arbor, ensuring the accuracy and consistency of student records and progress data.
- We seek individuals who are proactive and detail-oriented, with strong data analysis skills to generate meaningful reports, insights, and recommendations for both school-specific and Trust-wide data needs.
- We are interested in individuals who are committed to supporting both Beacon Academy and the wider Trust by overseeing and improving data management processes, ensuring data accessibility and compliance across all schools.

Our Offer:

- **Continuous Development:** We value our people. Collegial working at all levels is central to our culture. High quality induction training and ongoing professional development support are guaranteed.
- **Inclusivity:** We are committed to creating a diverse and inclusive workplace where everyone feels valued and respected.
- **Innovation:** We encourage creativity and innovation. We believe in the power of teamwork and encourage open communication and idea-sharing.
- **Work-Life Balance:** We understand the importance of work-life balance and offer flexible working arrangements to support our employees' well-being.
- **Competitive Benefits Package:** including a local government pension scheme, generous annual leave entitlement and other benefits.

Job Description

Main duties will include:

- Overseeing and supporting data management processes across the Trust, with a particular focus on ensuring accuracy, consistency, and accessibility of data at Beacon Academy and other schools within the Trust.
- Managing and maintaining student information systems (MIS) such as Arbor, including student records, assessment data, and reporting, ensuring compliance with statutory requirements such as census reporting.
- Creating and analysing student progress data to generate reports and actionable insights for school leaders, regional teams, and the Trust's senior management, aligning data outputs with strategic priorities.
- Supporting curriculum and timetabling processes, including dataset configuration, timetabling maintenance, and the setup of teaching groups.
- Coordinating and monitoring admissions, including the on-roll/off-roll process and mid-term admissions, in compliance with legal frameworks.
- Providing training and support to staff to improve data literacy and ensure proper use of data systems and compliance protocols.
- Collaborating with the Trust Data Manager and school leaders to ensure data systems are scalable, efficient, and aligned with the evolving needs of the Trust.
- Identifying opportunities to streamline and automate data processes, enhancing efficiency and user experience while adhering to GDPR and safeguarding standards.
- Supporting Trust-wide data projects, such as implementing new tools or methodologies, and contributing to refining business metrics and reporting standards.
- Maintaining relationships with internal and external stakeholders, acting as a point of contact for data-related queries, and ensuring clarity and transparency in data processes.
- Staying up to date on best practices and innovations in data management to support continuous improvement of the Trust's data capabilities.
- Overseeing the coordination and administration of internal and external examinations, ensuring smooth processes, compliance with regulations, and the accurate recording of results.

Standard Duties in all Trust Job Descriptions

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.



Beacon Academy: Shaping Futures with Innovation and Inclusion

Situated in the vibrant coastal town of Cleethorpes, Beacon Academy is a forward-thinking secondary school where students are the heart of all we do.

We are thrilled to be part of the Government's transformative School Rebuild Programme, securing a £3.5m investment to deliver a cutting-edge facility for our community. The school serves some of the most disadvantaged pupils in North East Lincolnshire, we pride ourselves on our inclusive, relational approach. We stand by our belief that unconditional positive regard is the cornerstone of our culture.

Our students thrive through a rich, balanced curriculum enhanced by an array of extracurricular activities and enrichment opportunities.

Beacon Academy's journey is one of transformation, celebration, and joy. Since joining Wellspring Academy Trust in 2017, we have doubled student enrolment, become a school of choice for families, achieved a "GOOD" rating from Ofsted in 2020, and gained national recognition for our inclusive ethos. At Beacon, we're not just shaping success, we're shaping futures.

About Wellspring

Wellspring Academy Trust is a Multi Academy Trust community of 32 individual, unique, highly effective schools, all united in one aim – to make a difference.

We deliver change and improve lives for children and young people, and communities across Yorkshire and Lincolnshire.

We believe in social equity, and work to ensure that every young person in our care, regardless of their background or challenges, has access to high-quality education.

Post Title:

Data Manager

Reporting to:

Trust Data Manager / Headteacher at Beacon Academy

Location:

Hybrid of remote and office working. Head office located in Barnsley town centre adjacent to the interchange.

Salary:

£35,000 – £40,000 (subject to experience and qualifications)

Person Specification

Attributes	Essential (E) / Desirable (D)	Measures: application form (A), interview (I)
Qualifications		
Educated to at least A Level or equivalent or have relevant vocational experience.	E	A/I
Recognised GCSE or equivalent qualifications in English and Mathematics.	E	A
Experience		
Experience of working with data systems in an educational environment.	E	A/I
Experience of producing accurate data for reporting and assessment.	E	A/I
Experience of managing and maintaining student management systems.	E	A/I
Experience of producing and analysing data reports for senior leadership and external bodies.	E	A/I
Experience of coordinating and administering internal and external examinations.	D	A/I
Experience of recruiting, training, and coordinating exam invigilators.	D	
Knowledge & Skills		
Knowledge and understanding of the data requirements of schools.	E	A/I
Excellent knowledge of a variety of ICT applications, including Excel or Google Sheets.	E	A/I
Knowledge of Management Information Systems.	E	A/I
Understanding of data requirements for schools, including statutory reporting (e.g., school census).	E	A/I
Knowledge of curriculum and assessment data processes, including target setting and student progress tracking.	E	A/I
Ability to interpret and analyse data and information to make decisions or recommendations.	E	A/I
Evidence of recent continued professional development relevant to the role.	D	A/I
Ability to work independently in a leadership role and influence others effectively.	E	A/I
Ability to maintain a high level of accuracy and attention to detail when working with large data sets and complex systems.	E	A/I
Strong organisational and time management skills, with the ability to manage conflicting priorities and meet tight deadlines.	E	A/I
Excellent communication skills, including the ability to produce high-quality written reports and statistical analysis for various audience.	E	A/I
Creative problem-solving skills and the ability to develop innovative solutions for system and data challenges.	E	A/I
Ability to train and support staff in the use of data systems and compliance protocols.	E	A/I
Confident and professional when liaising with diverse stakeholders, including parents, students, and external organizations.	E	A/I
Demonstrates a commitment to safeguarding and promoting the welfare of children and young people.	E	A/I
Willingness to display flexibility in working hours to meet the academy's needs during critical periods.	E	A/I
Demonstrated knowledge of safeguarding protocols and school policies related to child protection and data security.	E	A/I



WELLSPRING

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Applications

We welcome informal conversation with Peter Atherton, Trust Data Manager at p.atherton@wellspringacademies.org.uk

Post Title: Data Manager

Reporting to: Trust Data Manager / Headteacher at Beacon Academy

Duration of Post: Permanent

Work Commitment: 52 weeks per year (term-time only requests will be considered)

Start Date: As soon as possible

Closing Date: 9am Tuesday 21st January 2025

Interview Date: w/c 27th January 2025

Department: Education Support Team

Salary: £35,000 – £40,000

(subject to experience and qualifications)

Location: Hybrid of remote and office working. Head office located in Barnsley town centre adjacent to the interchange.

Further Information

Wellspring Academy Trust is committed to safeguarding and promoting the welfare of our pupils. All posts are offered subject to enhanced DBS checks. As this role involves working with children in regulated activity, please note that it is an offence to apply for the role if barred from engaging in regulated activity with children.

References will be requested and an online search carried out for shortlisted candidates, prior to attendance at interview. Further pre-employment checks, including prohibition from teaching, childcare disqualification and section 128 checks, if deemed relevant for the role, will be completed for the successful candidate upon acceptance of the post.

We are committed to equal opportunities and to promoting diversity. We want our people to reflect the diversity of our communities, and we welcome applications from people from all backgrounds, especially from under-represented groups, including those from Black, Asian and minority ethnic communities.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/ countries you have resided in, if you are the preferred candidate for the post.

Wellspring Trust

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