



Great Careers

JOB PACK

POST: Data Manager (one year fixed-term contract, maternity cover)

SALARY: APT&C Scale SO1 (actual salary £33,198 - £34,083)

HOURS: 35 hours per week, term time only

DEADLINE FOR APPLICATIONS: Monday 20th October 2025 at midday

INTERVIEWS: Thursday 23rd October 2025



The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.





The school

Greatfields School opened in September 2016. We are located in Barking, East London, and are proud to be the first secondary school to be built on the Gascoigne Estate. We have quickly established a positive reputation with our parents and local community, and are known for our excellent behavior and the high ambitions we have for the young people of this community. We currently have approximately 1370 students across Years 7 to 13.

Our vision

We believe that our young people can compete with any other child in the country and we do everything we can to ensure that they have the same opportunities as other young people across the country. It is incumbent upon us to give our students access to a broad, engaging and challenging curriculum; to give them access to a range of activities, trips and clubs outside of the classroom to develop their cultural capital; and to develop their levels of resilience, determination and work ethic.

We also passionately believe in ensuring our young people feel safe and happy in school. This is done through the establishment of high expectations and clear routines and by taking a positive approach to behaviour at all times. This means that staff never shout at or demean our young people, and we understand the importance of mutual respect at all levels of the school.

Finally, we care deeply about and understand the responsibility we have towards our local community. This is a school embedded in the community and is one which we are proud to serve.



Job description

Line manager: Deputy Headteacher

Core responsibilities and duties:

- Work collaboratively with members of the SLT to maintain all areas of data input, output and integrity within the Management Information System (MIS).
- Work collaboratively with the Assistant headteacher for data on assessment recording and reporting systems.
- Design report templates that reflect the school's priorities to ensure that all stakeholders are communicated with effectively regarding academic progress and other key information.
- To manage the school's student tracking assessment reports.
- Ensure accuracy, integrity, and security of educational data.
- To liaise with the Exams officer to ensure that any external examination data is accurately transferred to the school's MIS.
- Be responsible for accurate and timely termly submission of census, with the support of the School Business Leader.
- To liaise with the Head of Sixth Form to ensure that sixth form programmes of study and learning aims are accurately reported.
- Manage, maintain and develop the school's MIS system, acting as the site administrator.
- Ensuring compliance with data protection legislation (GDPR) and safeguarding the integrity of data, ensuring Data Sharing Agreements are in place for all
- Provide training and support to staff on data management tools and processes
- To ensure that all student log in details are up to date and created for new students.
- Ensure the school website is compliant and kept up to date.
- Manage the school's social media presence
- To carry out any other reasonable tasks as required by the headteacher.

Notes: The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out other appropriate duties as may be required by the School Business Leader or Headteacher within the grading level of the post and the competence of the postholder.

This job description may be amended at any time in consultation with the postholder.