



## **Data Manager – King's Academy College Park**

### **Job Description**

#### **Purpose of the Role**

To manage and develop the school's data, assessment and reporting systems using Arbor, ensuring accurate, timely information that supports effective leadership and school improvement. The post holder will also be responsible for the daily management of pupil attendance, working closely with the Education Welfare Officer (EWO) to secure high levels of attendance.

#### **KEY RESPONSIBILITIES**

##### **Data Management**

- Maintain and oversee all pupil data within Arbor, ensuring accuracy, consistency, and compliance with statutory requirements, including GDPR.
- Lead on the collection, entry, validation, and analysis of assessment, behaviour, census, and admissions data in Arbor.
- Coordinate admissions processes, ensuring all documentation for new and in-year admissions is complete, accurate, and filed appropriately.
- Work closely with the Office Manager to review, streamline and improve admissions procedures.
- Prepare and submit statutory returns, including the School Census, ensuring all data within Arbor is correct and complete.
- Generate regular reports, insights and dashboards for senior leaders and teachers to support monitoring, planning, and evaluation.
- Provide training and support to staff in the effective use of Arbor and develop user guides where needed.

##### **Attendance Management**

- Take daily responsibility for pupil attendance using Arbor and Studybugs.
- Check morning and afternoon registers for accuracy and completion; follow up with staff where corrections are required.
- Carry out first-day absence calls and messages to parents for any unexplained absences, recording outcomes in Arbor and Studybugs.
- Track and analyse attendance and punctuality data, identifying patterns of concern.
- Ensure attendance codes and notes are applied correctly and in line with DfE guidance.
- Keep class teachers informed about attendance issues and ensure prompt recording of information on Arbor.
- Work in partnership with the Education Welfare Officer to address persistent and severe absence.
- Support school-wide strategies to promote and improve attendance.
- Prepare and submit regular PARS (Pupil Absence Reporting System) attendance returns to the local authority in a timely manner, ensuring data accuracy and compliance with statutory requirements.

### **General Duties**

- Act as the primary contact for all data and attendance queries.
- Uphold confidentiality and data protection principles at all times.
- Contribute to safeguarding by alerting relevant staff to concerning attendance patterns.
- Assist with general administration during busy periods or staff absence.

### **SAFEGUARDING**

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

### **HEALTH, SAFETY & SECURITY**

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety and security, confidentiality and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

### **EQUITY, DIVERSITY & INCLUSIVITY**

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

To be a team player and be prepared to undertake the work of another team member in their absence under with the relevant instruction and supervision

Be prepared to undertake any other duties at the discretion of the Office Manager or Headteacher to assist in the smooth running of the school.