

**Goldwyn School**

**Job Description - 2025/2026**

**Job Title:**  Arbor and Data Manager

**Responsible To:** Principal

**Purpose:** **A commitment to the school’s vision of** **Aspire Empower Achieve** **your decision making and planning will be rooted in line with the school’s vision and values (Resilience Empathy Aim Commitment Heart)**

To lead the strategic and operational management of the school’s Arbor and data system, ensuring the accuracy, integrity, and compliance of all data processes, supporting staff through training, troubleshooting, and best-practice guidance. They will play a key role in enabling effective use of data for reporting, analysis, and decision-making across the school, while also overseeing statutory submissions and supporting assessment, attendance functions.

**System Management, Data and Reporting**

* Oversee the accuracy, integrity, and maintenance of all data held in Arbor and other MIS platforms (including Provision Map, MyConcern etc), ensuring compliance with DfE requirements and data protection legislation.
	+ Advise School and staff on best practices to ensure Arbor meets the school needs, ensuring its effective use across all functions.
	+ Support onboarding, permissions, user access and training for staff using Arbor.
	+ Be the first point of contact for system queries and troubleshooting from Staff.
* Ensure full functionality of Arbor modules and implement year-end transitions, including setting up registration groups, course changes, teacher allocations, room adjustments and accurate timetabling data.
* Oversee the administration across pathways of accurate student and contact records, ensuring accurate admissions and enrolment data.
	+ Support parent queries regarding online access to school data (e.g. Arbor Pay portal).
	+ Collect, collate and analyse a wide range of data across the school and pathways, including pupil progress, attainment, behaviour, safeguarding, SEND, and staffing.
	+ Develop templates, dashboards and tools to support data visualisation and help identify trends, patterns and anomalies.
	+ Contribute to School strategic planning by supplying timely, high-quality data that supports evidence-based decision-making.
	+ Support school in preparing and submitting statutory returns, including census data and DfE submissions.
* Collect, analyse, and report on quality assurance data (e.g. student voice, parent surveys, staff feedback).
* Support with timetabling administration, ensuring accurate setup of course programme data.
* Support assessment reporting, ensuring timely and accurate communication of reports to parents.
	+ Work closely with pastoral and administrative teams to ensure register and attendance data is accurate, consistent, and timely across the school.
	+ To work closely with the Assistant Principal for attendance, behaviour and wellbeing, to collate and analyse attendance data across all pathways, identifying trends, concerns, and patterns, including persistent absence and vulnerable pupil groups.
* Produce clear, user-friendly attendance reports and work with SLT on persistent absentees and liaise with Pastoral and Inclusion teams and LAs to support timely intervention.
	+ Monitor data quality and provide guidance to schools on best practices for attendance data handling
	+ To work closely with the Assistant Principal for Quality of Education to coordinate and maintain the school’s data and assessment systems.
* Oversee data entry for other school functions (e.g. exams, behaviour, rewards).
	+ Leads on project delivery for delegated areas of responsibility
	+ Support the organisation and administration of school meetings, staff development days, and training events.
* Stay up to date with developments in educational data, Arbor, and regulatory requirements.
* Ensure data transfer between schools is managed efficiently during student transitions.
	+ Any other duties delegated by the Principal

**Data Protection**

* Be main point of contact, as the School Data Protection Lead, for data protection matters, supporting staff with data-related queries, data access requests, supporting best-practice and dealing with data breaches.
* Working closely with the school’s external Data Protection Officer (DPO), oversee the school’s compliance with data protection legislation, including GDPR, by developing and maintaining policies, procedures, and training to ensure the safe and lawful handling of personal data.

**General Responsibilities:**

* + To understand the link between attendance and safeguarding, working with the Assistant

Principal for Behaviour, Safeguarding and Attendance, to reduce absence

* + To maintain strict confidentiality in all matters related to the students, staff and school

operations in line with GDPR.

* + To promote and uphold the school’s Equal Opportunity Policy and contribute to diversity and

inclusion efforts.

* + To support the overall aims of the school and collaborate effectively with staff.
	+ To attend of INSET, training and meetings as required, and participate in the school’s

performance management process

**Safeguarding**

* + Goldwyn is committed to safeguarding and promoting the welfare of children and young

people and expects all staff and volunteers to share this commitment.

**Health & Safety**

* + To be ever mindful of the dangers that threaten the wellbeing of students and staff alike
	+ To supervise the use and care of the learning environment.

**Performance Development**

* + All staff must complete a satisfactory Performance Review in accordance with the Pay Policy

to ensure pay progression.

**Staff Development**

* + To monitor and evaluate own performance in line with performance management procedures

with line manager.

* + To participate in peer support and appraisal processes
	+ To keep personal records of all staff development activities in which you are/have been involved.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the School Data and Arbor Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal.