

# Job Vacancy Pack

## Data Manager and Admissions Lead

**Brine Leas School**

£30,366 - £33,573 Per Annum (actual salary)

37 hours per week; 40 weeks per year, to include days in results weeks (A-level and GCSE) and inset days.

- + Pension Scheme (LGPS)
- + The Cornovii Trust Employee Assistance Programme
- + Priority admission for children of staff
- + Comprehensive induction programme & continued support

**Required for: As soon as possible**



**Brine Leas  
School**

May 2025

Dear Applicant

## **Data Manager and Admissions Lead**

We are excited to announce an opportunity for a Data Manager and Admissions Lead to join our data team.

We are extremely proud of our school, and we are looking for a colleague who will continue to build productive relationships within our school community. You will be part of a strong team of staff who are focused on delivering our core values, supported by a governing body who take their strategic role seriously.

Brine Leas School is in Nantwich, Cheshire, and is a highly successful and oversubscribed school, consistently rated "Good" by Ofsted with an "Outstanding" sixth form. The school's thriving sixth form, BL6, offers a challenging academic program with tailored mentoring and comprehensive support, attracting students from diverse backgrounds.

The mission statement, "Believe, Learn, Succeed." underpins the school's approach, encouraging students to reach their full potential through high-quality teaching and excellent pastoral support.

Visits to our school can be arranged by contacting Cally Quarterman in the HR team on 01270 625663 or [hr@brineleas.co.uk](mailto:hr@brineleas.co.uk). All posts are subject to enhanced disclosure procedures and pre-employment checks.

Thank you for considering this opportunity

Yours sincerely,



Paul Whitehead  
Headteacher

# Information

**Reporting to:**

Assistant Headteacher

**Liaising with:**

Leadership team; teaching and classroom staff; teaching support; administration team; Local Governing Body; IT manager; external agencies

**Line Manager to:**

Administration Staff x 3 (including full-time Exams Officer and full-time Data Administrator)

**Salary Range:**

£30,366 – £33,573 Per Annum (actual salary)

**Hours:**

37 hours per week; 40 weeks per year, to include days in results weeks (A-level and GCSE) and inset days.

**Location:**

Brine Leas School, Audlem Road,  
Nantwich CW5 7DY

**The Interview**

The dates for the interviews are yet to be confirmed. The interview process will involve a tour of the school. However, should you wish to visit us beforehand, please contact Cally Quarterman: [hr@brineleas.co.uk](mailto:hr@brineleas.co.uk)

## Job Description:

# Data Manager and Admissions Lead

### Core Purpose

- To ensure the efficient and effective use of data within the school, to support leaders in enabling every student to meet or exceed their expectations.
- To oversee the administration of admissions, appeals and primary transition
- To ensure the school's Management Information System is kept up-to-date and accurate
- To support the internal and external examinations process.
- Experience in a similar role is desirable but not essential.

### Core Requirements

- A willingness to undertake Safeguarding Training (Level 1) to support the sensitive nature of the role
- Tenacity and willingness to learn
- Excellent attention to detail and time management skills

## Specific areas of responsibility and key tasks:

### Data Management

- To keep informed and abreast of developments in data management in relation to an educational environment and make recommendations to the Leadership Team accordingly.
- To keep up to date with all legislative and government policy changes relating to information management and their implications.
- Responsibility and management of all student data collection using the MIS and CTF report
- To adhere to the requirements of the General Data Protection Regulations and safeguarding legislation.
- To analyse and interpret performance data and produce reports to assist the Senior Leadership Team in their decision-making e.g. exam data, attainment, progress and attendance data.
- To ensure timely submission of the school's exam results to SLT and local authority, on results days.
- As Deputy Data Protection Officer, to ensure that the use of school data complies with the Data Protection Act regulations, Freedom of Information Requests (FOI) and Subject Access Requests (SAR) and maintaining the GDPR Sentry system.
- To liaise with the ICT Manager to ensure the effective running of the relevant software and hardware.
- To configure the scheduling of all Parents' Evenings in SchoolCloud; to liaise with the Admin Team on publication of letters to parents; and to undertake associated preparatory tasks.

## Job Description:

# Data Manager and Admissions Lead

### Admissions (in year admissions)

- To deal with all enquiries, providing advice and information as appropriate.
- To assign student criteria on the school admissions module (Y7 applicants) and inform SLT on applicant numbers.
- To liaise with the admissions teams at Cheshire East and other schools, as needed
- To 'onboard' in-year admissions, ensuring all student files have been received from the student's previous school; liaise with pastoral and data teams to facilitate a smooth start
- Import and export CTF files

### Admissions (appeals)

- To deal with all enquiries from parents regarding the appeals process.
- To prepare for appeals, including forming a panel; arranging a time and date; updating the school's appeal statement; and issuing information to parents and panel members in good time.
- To attend appeal hearings with SLT colleagues, ensuring all relevant information and documents are available.
- To keep an up-to-date record of all appeals and student numbers on roll.

### Admissions (primary transition)

- To deal with all parent and school enquiries regarding primary transition, including by attending Open Evening.
- To attend Primary Transition meetings with the Head of Year 7.
- To arrange transition visits during the summer term with all relevant primary schools.
- To provide a full administration support service for the Primary Transition process, including the preparation of information and welcome packs for schools and parents and attending the intake evening.
- To import CTF and AFT files, updating any missing data with information from completed data collection sheets.

## Job Description:

# Data Manager and Admissions Lead

**Exams Support** To line manage the full-time Exams Officer via:

- Support arrangements for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken.
- Support Bromcom Examinations module by ensuring curriculum information in Bromcom is accurate.
- Support in liaising with staff and Heads of Departments regarding pupil examination entries and registrations.
- Support dissemination of examination information to staff, pupils, parents/ carers, invigilators, including exam and invigilation timetables, regulations, guidelines and querying results.
- Support the completion of examination entries, check and securely store examination papers and send completed scripts to external examination boards.
- Act as approver for all examination purchasing processes within the PS Financial system.
- Support in liaising with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules and controlled assessment requirements.
- Support in liaising with the SENDCO to organise access arrangements for students
- Support in the receipt, checking and secure storage of confidential examination materials
- Support in organising the school's invigilators, including training and ensuring up to date information is provided to them.
- Support the preparation of examinations, including room set up, attendance registers, providing and checking seating plans and stationery.
- To be available on GCSE results days to process and issue examination results to staff and students in line with examination board requirements and school policies and procedures

### Systems Management

- To be the MIS and assessment systems administrator (Bromcom and SMID), supporting and training members of staff as and when required
- To deal with external systems queries from parents / carers as required (MCAS)
- To ensure the student data held in the MIS is accurate and up to date, in line with GDPR and safeguarding requirements.
- To support in the issuing of timetables by ensuring pupil enrolment is completed in a timely manner.
- In conjunction with the Data Administrator, to be responsible for ensuring that SMID is updated with student targets as required.
- To be responsible for MIS student data transition from one academic year to the next to ensure data is accurate and fit for purpose ready for the new academic year.
- Set up and maintain registration groups and house structure in MIS.
- In conjunction with the Data Administrator, to be responsible for updating student timetables and curriculum changes throughout the academic year.

## Job Description:

# Data Manager and Admissions Lead

### Statistical Returns

- Act as a correspondent to the DfE, by preparing and completing all statutory census returns and ensure they are submitted in a timely manner.
- To prepare and complete the statutory DfE's 'Tables Checking Exercises' and ensure they are submitted in a timely manner.
- To complete other required statistical returns (including to the Local Authority), ensuring data integrity and timely submission, as and when required.

### Additional Duties

- To oversee the 'Data Team' email inbox and to deal with or delegate requests appropriately
- To be flexible and work according to the needs of the school, undertaking any other duties, which may be required as directed by the Headteacher including assisting in other sections of the administration of the school where necessary
- To adhere to school policies and procedures.
- To contribute to the overall ethos/aims of the school
- To take responsibility for promoting and safeguarding the welfare of children and young people that you may come into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To set an example of personal integrity and professionalism.
- To attend appropriate staff meetings.

Employees must comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

The job-holder will ensure that school policies are reflected in their work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018)
- 4) Safeguarding Children

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

## Important

# The Rehabilitation of Offender Act

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or visit <https://unlock.org.uk/advice/what-will-be-filteredby-dbs/>.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy statement.

I understand and accept the job duties and responsibilities contained in this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



## Person Specification:

# Data Manager and Admissions Lead

	Essential	Desirable	How Evidenced?
<b>Training and Qualifications</b>			
A minimum of 5 GCSEs (or equivalent) grade C in Maths and English	Y		A
Evidence of commitment to continuing professional and personal development of self and others	Y		A & I
<b>Experience</b>			
Experience and working knowledge of school data and performance measures		Y	A & I
Experience and working knowledge of admissions		Y	A & I
Proven experience of working in data management	Y		A & I
Experience of working with competing deadlines	Y		I
Experience of managing and maintaining MIS systems within a secondary school setting		Y	A & I
<b>Professional Knowledge and Skills</b>			
Excellent knowledge of ICT systems including Microsoft Word, Excel, PowerPoint	Y		A & I
Excellent interpersonal skills and ability to communicate effectively both orally and in writing, including dealing with various stakeholders, in the presentation of ideas, recommendations and analytical reports	Y		A & I
Ability to establish and maintain effective working relationships whilst demonstrating a flexible approach	Y		I
Ability to present data in a user-friendly manner and communicate it effectively	Y		I
Ability to set up and maintain efficient manual and computerised administrative systems to ensure smooth running and streamlined services	Y		I
Ability to be proactive and use own initiative be creative and think beyond the obvious solutions	Y		I
Ability to work under pressure and ensure that deadlines are met	Y		I
Ability to analyse complex information from a range of reporting and analytical systems	Y		I
<b>Personal Attributes</b>			
Ability to promote diversity and equality of opportunity	Y		I
<b>Safeguarding</b>			
A commitment to safeguarding and promoting the welfare of children and young people.	Y		I

## Information for Applicants

### About the School

Brine Leas is proud to be part of the Cornovii Trust.

Brine Leas School is located in Nantwich, South Cheshire, caters to students aged 11 to 18 and has approximately 1,440 pupils enrolled.

We are deeply committed to our local community, fostering strong connections and support networks. The school is highly regarded in the local community and consistently oversubscribed, with a published admission number of 215.

The school's exceptional pastoral care ensures that every student feels supported and valued, contributing to their overall well-being and success. At the heart of the school is its thriving house system, which encourages teamwork, camaraderie, and a sense of belonging among students.

The Outstanding Sixth Form, BL6, is a thriving post-16 provision with over 300 students from many local schools, offering exceptional opportunities for academic and personal growth.

All these elements are underpinned by the school's guiding principles: Believe, Learn & Succeed, which inspire students to reach their full potential and achieve excellence in all aspects of their education.

Brine Leas School has a long history of securing the very best GCSE results, reflecting its dedication to academic excellence.

The school was most recently inspected by Ofsted in May 2022. [Ofsted Report](#)



## The Cornovii Trust

### The Cornovii Trust

The Trust currently consists of 7 local schools: Alsager Highfields Primary; Alsager School; Audlem St. James CofE Primary; Brine Leas School; Pear Tree Primary and Weston Village Primary. We are a local trust providing support for local schools, children and families.

The Cornovii Trust is built on 6 core principles: Collaboration, Excellence, Child Centered, Inclusivity, Equality & Community