

LITTLE HEATH SCHOOL
Little Heath Road, Tilehurst
Reading, Berkshire, RG31 5TY
Headteacher: Mr D J Ramsden



SCHOOL DATA MANAGER

Required from January 2024, but an earlier start will be considered

Grade H / WBC Spinal Points 23-29, £32,076.00 p.a -£37,336.00 p.a, 37 Hours per week all year round.

We are seeking to appoint a highly motivated Data Manager to drive a data culture forward within Little Heath School, working with staff and students to achieve great outcomes. The Data Manager will coordinate and lead an excellent team to administer the efficient running of the school's management information systems (SIMS), and to support the management of data for the school, including assessments and reporting. Attention to detail, a high level of accuracy, and the ability to respond to tight deadlines are required. The successful candidate will have excellent ICT skills, and will be committed to providing quality data and information to enhance teaching and learning across the school. Working with a Deputy Headteacher, the post holder will also work closely with the Examinations Officer, HR Manager and Key Stage Pastoral Teams. This position also holds responsibility for data protection, ensuring compliance and awareness across the school.

- To ensure that assessment processes support effective teaching and learning, providing achievement data to guide teachers in planning effectively for individual student needs;
- To work with other members of the Data Service Team and senior leaders, develop and maintain a whole school strategy on assessment, recording and reporting;
- To provide whole school data on value added performance of individual teachers, subjects and departments, to support strategic school improvement;
- To take a leading, expert role as Data Manager in developing the school's specific processes in the following areas: school census and statistical returns; SEND, Pupil Premium and FSM data, attendance, behaviour data;
- To manage SIMs (or any future replacement MIS) for the whole school;
- To line manage the school's Data Service Team; and act as the school's Data Protection Officer

Little Heath School is a highly successful comprehensive school (1658 on roll, including 366 in the Sixth Form) situated in a pleasant semi-rural setting to the west of Reading, with good access to road and rail links. The school has recently benefited from a significant and transformational building project, opening a new £15 million main block in spring 2021.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to converse at ease with pupils/members of the public and provide advice/instruction in accurate spoken English is essential for the post.

Little Heath School is committed to safeguarding children and promoting the welfare of children and young people; we expect all staff and volunteers to share this commitment. Little Heath School will ensure that all recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks

For an application form and information pack please email recruitment@littleheath.org.uk . Please address supporting letter of application to the Headteacher. Closing date for the receipt of completed applications is Friday the 30th of November 2023. We reserve the right to interview before this date if a suitable shortlist is obtained, so early application is encouraged.