



Queens Walk, South Ruislip, Middlesex HA4 0LS Tel: 020 8845 6266
www.queensmeadschool.org.uk

DATA MANAGER

**NJC Scale SO2, Pts. 26-28 £34,656 - £36,275 actual salary
(£40,182 - £42,060 FTE)
Monday to Friday, 36 hrs per week
Term time plus 5 days (39 weeks)
Required as soon as possible**

Closing date: Friday 19th September (9am)

Queensmead is an oversubscribed 11-18 mixed academy school where students achieve highly and 'behaviour around the school is excellent' (Ofsted).

We are seeking a committed Data Manager to support and continue the school's Management Information System and accompanying data solutions. The Data Manager is responsible for the overall consistency, accuracy, integrity and security of academic data. This includes the development and maintenance of the database, school report facilities, and integration with third party systems, staff training and end user support.

The successful candidate must:

- Have experience of using Bromcom, SISRA and ALPS or similar packages
- Have up-to-date knowledge of school performance data
- Have advanced Excel skills
- Have the ability to present information in a clear and understandable format
- Be an excellent communicator

Hours of work: Monday to Thursday, 8am to 4pm, with 45 minutes lunch (unpaid)
Friday, 8am to 3.45pm, with 45 minutes lunch (unpaid)

If you do not hear from us by 3.00pm on the working day following the closing date of this advert, you should assume that your application has been unsuccessful. We are unable to provide individualised feedback on each application, unless you are invited to interview.

CVs alone will not be accepted. You must complete [this application form](#) in order to be considered for the role.

Benefits:-

- A comprehensive induction programme will be provided
- Free membership of the Fitness Zone at Queensmead Sports Centre
- Free BUPA Health Care Plan (Includes benefits worth over £2000)
- Cycle to Work Scheme
- Free access to Goals Soccer Centre
- Refer a Friend/Colleague Scheme

To find out more about our Benefits visit [Benefits](#)

Please apply using the Queensmead School application form and Equal Opportunities form. All application forms must be completed with a covering letter addressed to Miss R Johnston, Head Teacher, and sent to: recruitment@qmschool.org.uk

*Applications will be shortlisted and interviewed at the earliest opportunity.
Early applications for this post are recommended.*

If you are shortlisted for an interview, online searches may be done as part of the school's due diligence checks.

Queensmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to references and an enhanced DBS check.