



## Data Manager (All-Through)

Scale 6, Spine points 18-20 (£37,509 - £38,637) pro rata, term time + 1 week

**We are looking for a highly skilled, organised & motivated Data Manager who will play an integral part in managing and developing the schools data systems. Someone who is accurate, reliable, and flexible, who is able to work on their own initiative, to join our team of hard working and committed staff.**

Woodmansterne School & Sixth Form is a diverse and vibrant community; as a school we celebrate and benefit from this rich variety of cultures and traditions. We are looking to extend our team and employ someone who will share our values, ethos and determination to ensure that our young people receive an excellent, inclusive education.

**We are looking for an excellent Data Manager with:**

- strong analytical skills, who pays close attention to detail and accuracy;
- experience of managing, analysing and reporting on large data sets;
- strong interpersonal skills, integrity, professionalism and confidentiality;
- very high expectations of what can be achieved;
- up to date knowledge of GDPR and data protection requirements;
- excellent IT skills, including advance use of spreadsheets and databases with experience of working with management information systems;
- experience of following direction and working in close collaboration with colleagues, parents, pupils and the school community;
- the ability to be kind, positive and committed to the school's inclusive ethos;
- the ability to be flexible, calm, work under pressure and manage change effectively.

**Leaders bring a range of experience and insight to their roles and are committed to providing an inclusive, exceptional and enriching education for all.**

**Closing date: 9am, Monday 2nd February  
Interviews: week commencing 2nd February  
To start: As soon as possible**

**We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.**

**You can find out more about our school and the post by visiting our website [www.woodmansterne.london](http://www.woodmansterne.london); we also welcome visits. Additional, essential information can be found on the website: Recruitment tab where you will find an applicant pack.**

**Please email your completed application to: [recruitment@woodmansterne.london](mailto:recruitment@woodmansterne.london)**

Woodmansterne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers or external agencies to share this commitment. Successful candidates will be asked to apply for an Enhanced Disclosure and Barring Service check. Further information can be found at [www.gov.uk](http://www.gov.uk) Woodmansterne School is an equal opportunities employer and particularly encourages applications from Black, Asian and Minority Ethnic candidates, as these groups are underrepresented throughout education nationally.