

# CANDIDATE INFORMATION PACK



Heckmondwike  
Grammar School

## JOB TITLE **Data Manager**

**Are you an enthusiastic and suitably experienced Data Manager?**

**Then this will be the job for you.**

We are looking to appoint a Data Manager to lead data management and admissions within our school.

We are proud to be Secondary School of the Year for Academic Excellence 2025, Ranked No 1 in the North of England - The Sunday Times Schools Guide 2025.

In order to appoint the most successful candidate we welcome applications from candidates seeking either Term Time plus or Full Time working arrangements, please indicate your preference on your application form.

### **SALARY**

Pt 29 – 33 (£39,862 – £44,075)  
(£36,772.70 – £40,659.19 pro  
rata)

### **TERM/ HOURS**

37 hours per week -Term Time  
(+15 days).

Monday to Thursday  
8.00am to 4.30pm

Friday 8.00am to 3.30pm  
with one-hour unpaid lunch

### **CLOSING DATE**

9am Tuesday 2 June 2026

Interviews are expected to be  
held on Tuesday 9 June 2026



**HECKMONDWIKE**  
GRAMMAR SCHOOL

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.



**HECKMONDWIKE**  
GRAMMAR SCHOOL

## Data Manager

We are looking to appoint a highly motivated and suitably experienced Data Manager who will work closely with the Senior Leadership Team in a successful 11-18 grammar school.

We are looking for a proactive and highly motivated Data Manager who has an in-depth knowledge of Excel and the school's Management Information Systems (SIMS) and can demonstrate meticulous attention to detail.

You will have responsibility for all school data, including assessment recording and reporting, providing detailed analysis and attainment progress reports for the whole school community.

The Data Manager plays a leading role in school admissions and the entrance examination.

This is an ideal opportunity for a current Data Manager to broaden their skills and experiences in a large high performing school.

### **A brief outline of the role would be**

1. Plan, implement and monitor systems and timescales for all aspects of data within the school, ensuring that all systems are maintained and that time is used effectively and efficiently.
2. Monitor the academic performance of the school through external data sources used as the main national accountability documentation.
3. Ensure assessment grades and data is presented for Subject Leaders, Achievement Leaders and senior staff to evaluate.



4. Prepare detailed analysis of results promptly for the Headteacher and leadership team.
5. Ensure grades and reports are promptly and accurately reported to parents in accordance with the school's assessment, recording and reporting policy.
6. Manage school data systems and software packages such as SIMS, ClassCharts, SISRA, etc.
7. Manage the registration process for the Year 7 Entrance test including leading the preparation, planning and the conducting of the entrance examination.
8. Provide analysis and presentation of entrance examination results data, including the ranking of students in line with the school's admissions policy.

**Full training will be given to the successful candidate for points 7 & 8.**

Specific responsibilities are set out in a detailed job description.

The successful candidate will need to be flexible and hardworking with excellent organisational skills and the ability to meet deadlines. Driven by your passion for data and information, you will enjoy sharing your knowledge with others, including through training.

**Knowledge of school management and data systems is essential to this post.**

# CANDIDATE INFORMATION PACK

## You will need:

- to believe in our school values of Respect, Responsibility and Excellence and follow our school ethos embedded in our motto of 'Nil Sine Labore' - Nothing Without Work
- a positive, can-do attitude
- the ability to change priorities at short notice
- good communication skills, both written and spoken
- the ability to take initiative and work independently as well as part of a team
- to have good organisational skills
- suitability to work with children

## Why Should You Apply?

Heckmondwike Grammar School is a unique learning environment, home to students who are eager to learn, ambitious in their aspirations, and keen to make the most of their educational experience.

## We take pride in:

- Our **diverse school community**, which consistently achieves **exceptional results**.
- A school culture that **supports students' academic success and personal development**.
- **Strong relationships between staff and students**, creating a positive learning environment.
- **High expectations**, which drive students to excel.

## We also offer:

- A **competitive salary**.
- Membership of the **Local Government** pension scheme.
- A range of **well-being benefits**.

## How Should You Apply?

If you are interested in this position, then please visit the vacancies section of our website [www.heckgrammar.co.uk/vacancies](http://www.heckgrammar.co.uk/vacancies).

We look forward to receiving your application

Completed applications should be sent by email to: [recruitment@heckgrammar.co.uk](mailto:recruitment@heckgrammar.co.uk).

Further information about the school is available on the school website [www.heckgrammar.co.uk](http://www.heckgrammar.co.uk)

If you would like an informal discussion about this post, prior to submitting your application, please contact the school.

## Protection of children:

Disclosure of criminal background of those with access to children. All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain 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 <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of 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 and Barring Service before your appointment is confirmed.

## Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

Full details regarding our Safeguarding Procedures can be found on our website in the Safeguarding section.



**HECKMONDWIKE GRAMMAR SCHOOL  
JOB DESCRIPTION**

<b>POST TITLE:</b>	Data Manager
<b>SALARY GRADE:</b>	R29 Pt 29 – 33 (£39,862 – £44,075) (£36,772.70 – £40,659.19 pro rata)
<b>CONTRACT TYPE:</b>	Permanent
<b>WORKING HOURS:</b>	37 hours per week. Term Time plus 15 Days Monday to Thursday 8.00am to 4.30pm Friday 8.00am to 3.30pm with one-hour unpaid lunch
<b>RESPONSIBLE TO:</b>	Deputy Headteacher

**Professional Characteristics**

All staff are expected to be effective professionals who support the school their best. All staff should inspire confidence, build team commitment, engage, and motivate their colleagues. They should think analytically and take positive action to improve all aspects of their work. They will encourage high standards of academia and personal and professional achievement and be a good role model for stakeholders in the school. They will make an active contribution to the policies and aspirations of the school and their department.

**Leadership and Management - Lead and promote the use of data across the school**

1. Plan, implement and monitor systems and timescales for all aspects of data within the school, ensuring that all systems are maintained and that time is used effectively and efficiently.
2. Control work streams to ensure that all deadlines are met.
3. Devise and implement procedures to meet the organisational, technical and strategic demands of the school.
4. Ensure relevant staff have the training to ensure the team works efficiently and has the capacity to cover in the case of staff absence.
5. Support the Exams Manager in any aspects of data analysis or data management where appropriate.

**Main Duties – Data & Reporting**

1. Monitor the academic performance of the school through external data sources used as the main national accountability documentation
2. Responsibility for the creation of challenging yet achievable target grades with DHT, using national data sets where applicable.
3. Ensure assessment grades and data is presented for Subject Leaders, Achievement Leaders and senior staff to evaluate.
4. Prepare detailed analysis of results promptly for the Headteacher and leadership team.

5. Prepare clear, concise and accurate data reports to support the leadership team in raising standards of performance across the school, identifying patterns and trends for identified cohorts.
6. Create and manage the development of strategic and operational data systems to support in-depth analysis of individual teacher, subject and curriculum performance as part of the whole-school self-evaluation
7. Play a lead role in identifying and targeting students for whom intervention of different forms would be appropriate.
8. Ensure grades and reports are promptly and accurately reported to parents in accordance with the school's assessment, recording and reporting policy.
9. Oversee the relevant data systems, ensuring their maintenance and development and ensure all statutory reporting requirements are met - ensuring in particular the validity and accuracy of the DfE's tables checking process.
10. Responsibility for the creation and submission of the school census to the DfE each term, liaising with relevant staff where appropriate.
11. Provide support to staff (and governors) and audit, develop and deliver data-training programmes for staff where the training need has been identified.
12. Ensure that pupil data provided by external sources (including that relating to prior attainment) is imported, maintained and used as a cross-reference and progress check.
13. Support the leadership team in data meetings with staff and governors.
14. Contribute to special events including organising and managing junior and senior prize-giving, open evenings and admissions testing where required.
15. Monitor and maintain up to date and accurate student and contact data in line with current DfE requirements and data protection legislation. E.g. liaising with LAs and previous schools in a timely manner requesting and inputting data, managing Parent App.
16. Ensure the collection, maintenance, analysis and feedback of other quantitative quality assurance systems: e.g. parents evening surveys, student voice feedback and staff survey.

### **Main Duties - Systems**

1. Manage school data systems and software packages such as Classcharts, SISRA, etc.
2. Provide in-house SIMS/MIS training for new staff and updates for existing staff as required.
3. Plan and implement end-of-year routine processes.
4. Create and run reports using SIMS and other systems as appropriate as required to support the senior team.

### **Main Duties - Admissions**

1. Working with the appropriate member of SLT, lead on the Year 7 and in-year school admissions processes.
2. Manage the registration process for the Year 7 Entrance test.
3. Lead the preparation, planning and the conducting of the entrance examination for entry to Year 7, including working with the SENCO to accommodate candidates with additional needs
4. Ensure secure storage and management of admissions tests and scripts.
5. Provide support for the leadership team in all aspects of administering admissions according to the admissions code, including monitoring and maintaining waiting lists and arranging testing when required.
6. Provide analysis and presentation of entrance examination results data, including the ranking of students in line with the school's admissions policy.
7. Liaise with the LA admissions team and exam processing company to ensure effective coordination and information sharing.

8. Ensure accurate production and checking of correspondence in relation to admissions, including acting as the school's point of contact for admissions queries and managing the admissions email inbox.
9. Lead the administration of the local authority admissions software.

### **Curriculum & Timetable**

1. Oversee the options processes and ensure that students are assigned to classes, maintaining balanced class sizes.
2. Set up Course Manager to ensure all courses and classes are linked to appropriate qualification aims.
3. Ensure data on sixth form study programmes is accurate and complete to satisfy the needs of the funding arrangements in place, liaising with the Finance Director as required.
4. Provide administrative support to the school timetabler when required.

### **Other Duties**

1. Actively keep abreast of developments related to the role.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time, in consultation with the post-holder.
3. To take reasonable care of the health and safety of self, other persons and resources whilst at work.
4. Provide academic references for students where appropriate.

### **Review, induction, further training and development**

1. To participate in arrangements for further training and professional development as including those needs identified in appraisal objectives or appraisal statements.
2. Keep up to date with role-related national developments in schools and Sixth Form Colleges so that the best practice can be utilised.

### **Discipline, Health and Safety**

1. To safeguard health and safety both on the school premises and when they are engaged in authorised school activities elsewhere.

### **Staff Meetings**

1. To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

### **Administration**

1. To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for teachers

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.



**Data Manager: Person Specification**

<b>Education, Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
Education to degree level or equivalent vocational/professional qualification.		Y
Knowledge of using quantitative and statistical analysis tools.	Y	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of data management, data manipulation, analysis and reporting at a senior level gained in a public or private sector setting.	Y	
Extensive knowledge of ICT software to support the data management systems of the academy and the analysis of performance.	Y	
Outstanding analytical skills, attention to detail and a practical approach to problem solving.	Y	
Planning and prioritising own workload and managing competing demands.	Y	
Ability to cope with periods of pressure, work flexibly and proactively.	Y	
Accept the need for continuing development and training.	Y	
An interest in education and working within an educational setting.	Y	
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
High level knowledge and experience of SIMS software.		Y
Knowledge and experience of Assessment Manager.		Y
Advanced knowledge of databases, internet, e-mail and Microsoft Office applications, e.g. Excel, Word.	Y	
Excellent communication & interpersonal skills.	Y	
Able to quickly establish positive working relationships with a wide range of people from within and outside the academy.	Y	
The ability to work in an organised and methodical way with outstanding organisational and co-ordination skills.	Y	
Able to maintain complete confidentiality and discretion at all times. Calm personality and sound judgement.	Y	
Ability to plan and prioritise own workload with minimum of supervision.	Y	
Effective work presentation skills and a high degree of accuracy.	Y	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
Enthusiasm, energy and commitment.	Y	
A commitment to safeguarding & promoting the welfare of children and young people.	Y	
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice.	Y	
Awareness and adherence to the Data Protection Act and the Freedom of Information Act.	Y	
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity.	Y	
A good attendance and punctuality record.	Y	
Suitability to work with children.	Y	
Flexible and willing to work outside core working hours when required.	Y	



## Ethos, Values & Aims

### Ethos

At Heckmondwike Grammar School our ethos for the whole school community is based on the school motto “Nil Sine Labore” – Nothing Without Work.

We expect a lot from our students and staff and recognise that hard work brings rewards.

### Values

The principal values of our school community are:

- Respect
- Responsibility
- Excellence

### Aims

Heckmondwike Grammar School has provided the best education for able students since 1898. As we embrace the opportunities and challenges of the 21st century, we will continue to uphold the traditions, values and high expectations of an exceptional grammar school within an innovative, creative and progressive framework.

At Heckmondwike Grammar School, we work together as a team to achieve academic excellence and personal potential by:

- Providing students and staff with every opportunity to flourish and develop their skills and talents as individuals.
- Providing academic rigour and nurturing ambition and aspiration in our students, such that they become the leaders of the future in high calibre careers, via top university education or direct employment.
- Celebrating diversity, by creating a vibrant, safe and happy school, with a strong sense of community, respect and responsibility to both ourselves and others.
- Challenging and stimulating the minds of our students through excellent teaching, diverse learning opportunities, and a rich, balanced, academic curriculum, such that students develop a life-long love of learning.
- Working hard and playing hard via an extensive extra-curricular programme based on the House system that enriches and extends the curriculum, encouraging students to explore and develop their personal interests and skills.
- Working in close partnership with parents and members of the wider community to provide the best possible education for our students.



## **STAFF BENEFITS**

Detailed below are some of the benefits that will be available to you when you join us.

### **Pension**

- For Teaching colleagues we operate the Teachers' Pension Scheme.
- For Operational colleagues we operate the West Yorkshire Pension Fund.

### **Training and Development**

- We offer a new staff buddy system, where you will be paired with an existing member of staff from another Department, and you will be invited to regular catch up meetings
- Regular professional development sessions are held for all colleagues, who undertake annual performance development reviews, to support any training needs.

### **Parking**

- We have a large car park which allows us to offer free parking to all our colleagues, and you will be issued with a parking permit when you join us.

### **Cycle to Work Scheme**

- Should you wish to cycle to work we have a salary sacrifice scheme in place and we have cycle bays on site for you to use.

### **Health and Wellbeing**

- We offer access to Sovereign Health Care membership. Get money back on your everyday health costs.
- Free access to counselling and the Life Coach, all details will be treated in the strictest confidence.
- The opportunity of benefiting from a free flu vaccination each year, which take place in school for your convenience.

### **Social Events**

- We hold a staff golf event each year, which is open to all colleagues and is intended to be a fun and competitive event, which is usually followed by a meal at a nearby restaurant.
- There are numerous ad-hoc social events throughout the year.