



Kesteven and Grantham Girls' School

Judged as Outstanding by Ofsted

Data Manager

37 hours per week, 41 weeks per year (Term time plus 3 weeks)

Grade 6 range 15 - 18

Actual Pro-rata Salary £26,993 - £29,306

Start date - Flexible start from mid-August onwards

We are looking to appoint a well-qualified and talented Data Manager to join our popular and oversubscribed Academy.

This is an exciting time to be joining Kesteven and Grantham Girls' School and will provide an opportunity to work with a strong, supportive and experienced body of staff, alongside students who are committed to their studies and determined to achieve highly.

The successful candidate will play a key role in managing the school's data using our management information system (Bromcom).

Specific roles of the post will include:

- Completion of the school census
- Use of the school's assessment and reporting systems uploading key data
- Producing timely and accurate data reports to track student progress and achievement
- Assisting in the production of the school timetable and ongoing maintenance of this
- Contributing towards staff data training to ensure it is used effectively across the Academy
- Maintenance of student records
- Setting up and organisation of parent's evenings via Schoolcloud
- Assisting with whole school IT services

If you feel you can inspire, challenge and achieve at KGG'S then we would be delighted to hear from you.

Closing date for applications: 12 noon, Monday 6th July 2026

Please note that KGG'S reserves the right to interview and make an appointment prior to the closing date.

Application forms and further information, including our Privacy Notice for job applicants, can be downloaded from our school website. Please return your application form along with a covering letter, no longer than 2 sides of A4, explaining why you are a strong candidate for the post we have available, to:

Mrs Elizabeth Davis, PA to the Headteacher
KGG'S, Sandon Road, Grantham, Lincolnshire NG31 9AU
Telephone: 01476 563017 Ext 172
E-mail: staffedavis@kggs.org
Website: www.kggs.org

This school is committed to safeguarding and promoting the welfare of children consequently an enhanced Disclosure and Barring Service Check (DBS) will be required.

All applicants are invited to complete the Diversity and Equal Opportunity Monitoring Form, which should be returned to staffedavis@kggs.org