



# Maidstone Grammar School *for Girls*



## Data Manager

Required for July 2026

Salary	Kent Salaries KS F £30,442 - £33,184 per annum.
Hours	Full-time 37 hours per week term-time plus 4 weeks, including A Level & GCSE results days. 8am-4.00pm Monday-Thursday and Friday 8am-3.30pm.
Commitment	<ul style="list-style-type: none"><li>● In liaison with the School's Senior Leadership Team provide assistance and support in strategic management and operation of the school's Information Management system and provide efficient and effective organisation of the school's assessment, reporting, recording and tracking systems.</li><li>● To contribute to a high level of administrative efficiency in the school through the effective use of data, at all levels within the school.</li><li>● To work closely with the Leadership Team and Governing Body, providing strategic information on student progress and achievement, and fulfil government and local authority requests for information.</li></ul>

# The Post

## Data Manager

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Maidstone Grammar School for Girls is seeking to appoint an enthusiastic, organised, and forward-thinking Data Manager to join our dedicated support team. This vital role is central to the smooth administrative running of the school, taking operational responsibility for the management, development, and integrity of our School

Information Management System (SIMS) and our integrated school portal, EduLink One. This position offers an excellent opportunity for either a recently qualified graduate holding a relevant degree, looking to launch their career, or an experienced professional with a proven track record of data management within an educational setting.

The postholder will be expected to work closely with the Senior Leadership Team, providing strategic information on student progress, behaviour, and achievement to help inform school strategy.



## The Team & Our Facilities

The post holder will report to the Assistant Headteacher responsible for assessment and learning within the school and will manage the Data Administration Assistant and Cover Supervisor team.

## Job Description

<b>POST TITLE</b>	Data Manager
<b>GRADE</b>	Kent Scheme KS F £30,442 - £33,184 per annum Full time Term Time plus four weeks (0.93 fte). There is a requirement to work in August for exam results and preparation for the new term.
<b>RESPONSIBLE TO</b>	Headteacher
<b>REPORTING TO</b>	Assistant Headteacher responsible for assessment and reporting

### Summary of Job:

- In liaison with the School's Senior Leadership Team provide assistance and support in strategic management and operation of the school's Information Management system and provide efficient and effective organisation of the school's assessment, reporting, recording and tracking systems.
- To contribute to a high level of administrative efficiency in the school through the effective use of data, at all levels within the school.
- To work closely with the Leadership Team and Governing Body, providing strategic information on student progress and achievement, and fulfil government and local authority requests for information.
- To act as SIMS manager, including managing staff access, troubleshooting SIMS problems, liaising with network team and EIS/Capita/Edulink as required and ensuring that student data is accurate and up to date.
- To lead training in SIMS as appropriate and contributing to the development of the usage of SIMS within the school, being responsive to change over time, with a focus on SIMS nextGen.

- To manage timetable and register data in SIMS, ensuring that the timetable is loaded accurately into SIMS, at every point when timetable changes occur, that students are entered for correct classes and entering and maintaining any changes as they occur through the academic year, including rooming and staffing updates.
- To coordinate the production and distribution of school reports and tracking reviews for all year groups in accordance with the school's assessment calendar.
- Liaise with teaching staff to ensure data recording is undertaken in a timely manner, investigating missing data / anomalies and supporting staff with queries relating to data and assessment recording.
- To manage pre-planned absences in SIMS, and complete the daily update of cover needs, ensuring a balanced distribution of cover lessons within the cover team.
- To prepare and produce analysis of data for a range of purposes as required to fulfil school and statutory requirements e.g upload CTF files etc.
- To maintain Edulink, setting up and maintaining users, and ensuring that data is published via Edulink to parents.
- To complete all census requests and submit to the local authority and/or DfE as requested by those bodies and within their specified deadlines.
- To support the Examinations Officer in the downloading of public examination results and production of data reports, and maintain an understanding of the Public Examination process in order to be able to deputise for the Examinations Officer when required.
- To maintain and extend personal expertise in specific areas of ICT to provide appropriate advice and support, and to access regularly key ICT education websites to keep abreast of changes and developments.
- To develop and refine the use of the school's management information system in light of any new software or technologies.
- To allocate cover on a daily basis, line managing the Cover Supervisors.
- To comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school.
- To fulfil any other tasks reasonably requested by the line manager and Headteacher, including supervising lessons on an occasional basis.
- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.

#### **Safeguarding**

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people.

## **Person Specification**

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school. Thank you.

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Evidence of strong numeracy skills</li> <li>● Evidence of good literacy skills</li> <li>● A good honours degree in a business or mathematics related subject.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● An ability to communicate effectively</li> <li>● Capacity for hard work and high expectations of self and others</li> <li>● An ability to work under pressure, to balance potentially conflicting demands, and to meet tight deadlines</li> <li>● Supportive approach to others, and an ability to relate well to colleagues and students</li> <li>● Ability to work well within teams</li> <li>● Flexibility and willingness to adapt to changing circumstances and requirements</li> <li>● Commitment to support the ethos of the school and to comply with school policies and procedures</li> <li>● Generosity of spirit</li> <li>● Willingness to contribute to extra-curricular activities.</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>● Strong IT skills, including the ability to interrogate spreadsheets</li> <li>● Ability to monitor and evaluate data</li> <li>● Strong skills of analysis</li> <li>● Highly efficient administrator</li> <li>● Strong communication skills</li> <li>● Strong organisational skills</li> <li>● A knowledge of SIMS or information management systems.</li> </ul>
<b>Experience and training</b>	<ul style="list-style-type: none"> <li>● Evidence of a commitment to professional development</li> <li>● Experience of working in a school environment.</li> </ul>

## The Application Process

Application forms and full details can be found on our [Vacancies page on our website](#). Applicants should complete the application form and email it to the Headteacher, Miss Deborah Stanley, via [Ms Starns](#), PA to the Headteacher. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). References will be requested prior to interview.

## Important Dates

Closing date for applications: 8am on 2nd June 2026  
 Interview Date: 5th June 2026

*Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. The School will undertake an online check of shortlisted candidates in accordance with the requirements of the current edition of Keeping Children Safe in Education.* For more information please see our [Safeguarding Policy](#).

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our [website](#).

MGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).