



Parkstone Grammar School

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Parkstone Grammar School

Data Manager Applicant Pack



www.parkstone.poole.sch.uk





Headteacher's Welcome

As the Headteacher of Parkstone Grammar School, it is my great pleasure to welcome you to our vibrant and dynamic school community. At Parkstone, we are committed to providing an exceptional educational experience that nurtures the intellectual, social, and emotional growth of every student.

We are immensely proud of our strong reputation for combining excellent pastoral support with high-quality teaching to achieve the very best outcomes for our students. Everyone who works at Parkstone is deeply committed to placing students at the heart of all decision-making.

We offer an impressive, broad and balanced academic curriculum at GCSE and A Level, complemented by an extensive range of extra-curricular and enrichment opportunities. Sporting excellence, musical performance, national competitions, and creative activities all flourish here, nurturing the whole child and supporting the well-rounded development we value so highly.

Parkstone Grammar School is a six-form entry selective girls' school with an intake of 192 students into Year 7 and a thriving Sixth Form of nearly 300 students. As a stand-alone academy, we are proud of our independence, yet we benefit greatly from collaboration with Poole Grammar School for Boys, which enables us to offer an outstanding range of A Level subjects. We are also an active member of a formal partnership of South West grammar schools, the South West Academic Trust (SWAT), sharing best practice and innovation.

Our most recent Ofsted inspection in May 2025 rated the school as Good with Outstanding for student behaviour and attitudes, and we continue to build on those strengths. Our financial position is strong, allowing us to invest significantly in our estate and facilities, creating modern, inspiring, and welcoming teaching and learning environments.

Our core values — Commitment, Courage and Compassion — underpin all that we do. They guide our mission to provide an education that not only inspires and empowers our students, but also equips them with the confidence, adaptability and ambition to thrive in an ever-evolving world.

At Parkstone, we believe that our staff are our greatest strength. We deeply value their expertise, commitment and care. The dedication of our teachers, support staff and leaders ensure that every student is known, supported and challenged. We are proud of the collaborative, caring and ambitious professional community that defines our school.

We are seeking an enthusiastic and inspirational Data Manager — someone who will build on our current successes, champion our values, and join our community with vision and compassion. This is an exceptional opportunity to be part of a thriving and forward-thinking school, helping to shape the lives of our remarkable young people and the dedicated staff who support them.

We look forward to hearing from you.

Anna Collins, Headteacher



Commitment *Courage* *Compassion*



Our Guiding Principles

- Parkstone will be a seat of exceptional learning where great teachers enjoy autonomy in the classroom to inspire and challenge our able students.
- Very high-quality staff development and peer support to facilitate highly effective learning over time.
- Effective feedback to move students forward in their knowledge and skill development.
- Parkstone will achieve amongst the best schools in the country for the national progress measures at GCSE and A Level.
- A positive ethos underpinned by our values of Commitment, Courage and Compassion.
- Personalised support with highly effective intervention to enable equal access to learning.
- Students will have an understanding of global and national diversity and will be well prepared for life in an ever-evolving world.
- A strong community supported by the staff and student leadership teams.
- Compassionate, high quality advice and guidance to make informed and confident decisions regarding life after Parkstone.
- Opportunities outside the classroom which provide holistic development.
- To engage in initiatives and charity projects to contribute to the local and wider community.
- A broad, balanced and inspiring curriculum appropriate to Parkstone.
- An inspiring learning environment underpinned by a research culture and reflective practice.
- Our community will have high expectations of everyone in line with our Values and Charter.
- To instil a sense of stewardship towards our local, national and global environment.



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Our School Charter

In our community it is important that we should maintain high standards and take responsibility for our own actions.

OUR COMMUNITY RESPONSIBILITIES

- To uphold the values of our school
- To treat all persons and the environment of the school with respect
- To apply ourselves to all areas of school life
- To empower all to do our best and to take care of each other
- To challenge any inequality and prejudiced attitudes

OUR RIGHTS

- To be treated with respect by all members of our community
- To feel safe both emotionally and physically in our school environment
- To participate in all the opportunities that our school offers
- To know where we can access support and guidance
- To be challenged appropriately where we fall short of our responsibilities



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Safeguarding

Parkstone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All shortlisted candidates will be required to complete a Criminal Records Self-Declaration Form. This will allow the school to identify whether you may be ineligible for a role based on barring or a section 128 direction.

Any successful applicant will be required to undertake an Enhanced DBS Check with Children's Barred List information. They will also be required to provide the relevant criminal record checks for time spent living or working outside of the UK within the last 10 years. Applicants can find further information via gov.uk. Please note that any cost for these checks will not be covered by the school.

Further information on safer recruitment processes can be found on our website and we encourage you to read these before submitting your application. Alternatively, please contact our HR Manager if you have any questions by calling the school on 01202 605605.

Our Child Protection Safeguarding Policy can be found on our school website.



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Equality and Diversity

We are committed to maintaining a community that recognises and celebrates difference within a culture of respect and cooperation. We appreciate that a culture which promotes equality will create a positive environment and a shared sense of belonging for all who work, learn and use the services of our school. We recognise that equality will only be achieved by the whole school community working together – our pupils, staff, trustees and parents/cares.

We recognise that we have duties under the Equality Act 2010 in relation to the school community to eliminate discrimination. Advance equality of opportunity and foster good relations in relation to age (applicable only to staff), disability race, gender (including issues of transgender), maternity and pregnancy, religion and belief, sexual orientation and marital status (applicable only to staff).

We also recognise that we have a duty under the Education and Inspections Act 2006 to promote community cohesion, i.e. developing good relations across different cultures and groups, which is also covered within our spiritual, moral, social and cultural activities.

We also appreciate that these duties reflect the international human rights standards as expressed in the UN Convention on Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

- All pupils, families and staff are of equal value
- We recognise and respect difference
- We foster positive attitudes and relationships, and a share sense of cohesion and belonging
- We observe good equalities practice in relation to staff
- We aim to reduce and remove inequalities and barriers that already exist
- We consult and involve ensuring views are heard
- We aim to foster greater community cohesion
- We base our practices on sound evidence
- We set ourselves specific and measurable equality objectives



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Benefits

Parkstone is pleased to be able to offer all staff members:

Core Benefits

- A contributory pension scheme relevant to your role (including access to Teacher and Local Government Schemes).
- Occupational sick pay.
- Tailored Continuous Professional Development (CPD) through the South Central Teaching Hub.
- Free access to the Employee Assistance Programme (EAP) - confidential support network that offers expert advice and compassionate guidance 24/7 covering a wide range of issues, such as: Legal Information, Bereavement Support and Online CBT among much more.
- All staff are entitled to a 'Golden Day' once a year – a paid day off or part time equivalent.
- Specsavers voucher for eye test and amount towards glasses if needed for DSE use.
- Four additional non-teaching days throughout the year, allowing for department planning time.
- Two disaggregated INSET days, allowing for an earlier finish at the end of the Summer term.
- Free Yoga and Pilates sessions throughout the term.
- Termly Staff Wellbeing and Workload groups to raise and solve issues.

Flexible Benefits

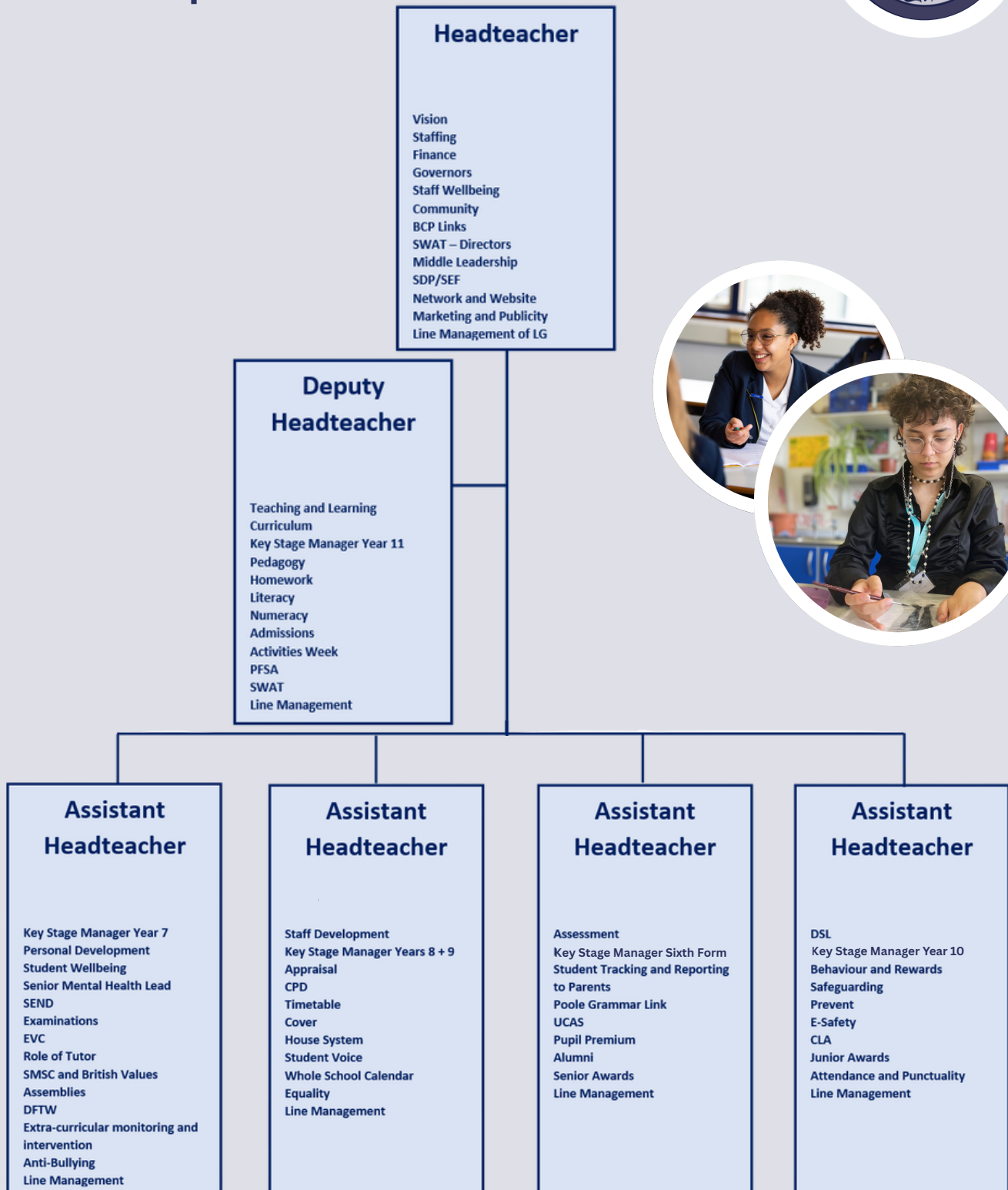
- Cycle to work scheme
- Eligibility to join The Blue Light Card discount scheme



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Leadership Structure



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Job Description

Grade E + 2 Points 7 - 13

Actual Salary: £22,152 to £24,384 gross per annum *pay award pending*

(£26,403 to £29,064 FTE gross per annum *pay award pending*)

35.5 hours per week (Monday to Thursday 8.00am to 4.00pm with half an hour unpaid lunch break and Friday 8.00am to 1.30pm). This is 40 working weeks per year, which is term-time, plus training days, plus 6 days to be worked during school holidays (3 days during the week of A Level results and 3 days during the week of GCSE results).

RESPONSIBLE TO:

Assistant Headteacher (Assessment)

MAIN JOB PURPOSE:

To work with the Assistant Headteacher (Assessment) to prepare student targets, collate and analyse tracking point data across Key Stages 3, 4 and 5 and present to the Leadership Team, Heads of Department, Heads of Year and classroom teachers.

To support the Sixth Form team in managing all data including attendance, UCAS and academic monitoring and project administration where appropriate.

MAIN RESPONSIBILITIES AND DUTIES

Data analysis:

- Provide academic target data for students in KS3 and KS4 and KS5
- Analyse assessment, attendance and examination data for all students including vulnerable cohorts, alongside Leadership Group, to identify trends, patterns, risks and opportunities for improvement
- Present complex information in a clear and accessible format to a range of stakeholders including senior leaders, middle leaders including Assistant Heads of Sixth Form and teaching staff.
- Research and gather up-to-date information on data use and implementation at all levels to ensure data generated is the most appropriate
- Support the evaluation of school improvement initiatives through data-driven analysis.



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School Staff:

- Meet fortnightly with the Assistant Headteacher (Assessment)
- Build effective working relationships with teaching staff, senior leaders and external partners to ensure consistency and accuracy of data reporting.
- Provide guidance and support to colleagues in interpreting and using performance data effectively.

Year 12 and Year 13 Attendance:

- Monitor Year 12 and 13 attendance and punctuality data, fortnightly reporting to the Assistant Heads of Sixth Form
- UCAS:
- Coordinate UCAS-related data and processes, ensuring accurate records and efficient administration.
- Supporting and submitting ex-student UCAS applications.

Other duties:

The postholder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of the post.

Knowledge and Skills

- The post holder will undertake a variety of advanced tasks that require detailed knowledge and skills, including use of Microsoft Excel, SIMs Assessment Manager and a web-based analysis tool SISRA to collect, validate, analyse and report information.
- Reflective approach to existing processes and make alternative suggestions where necessary
- Strong organisational skills with the ability to manage multiple priorities and deadline
- Effective written and verbal communication skills.



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Creativity and Innovation:

- Creativity and innovation are an essential feature of the post. The post holder will design materials and will develop this role in the school
- Analytic mind to identify trends and patterns and an enquiring approach/challenge anomalies
- The post holder will develop solutions for data analysis issues and identify opportunities to improve processes through better use of technology, automation and system functionality.
- Promote best practice in data management and reporting across the school.
- Excellent attention to detail and commitment to data accuracy.

Resources:

- The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data

Work Environment:

- Work is subject to changing deadlines, circumstances and problems.
- Work requires normal physical effort and is conducted in a normal office environment.

Professional Responsibilities:

- Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensuring that the school office is informed.
- Retain the confidentiality of all aspects of school life.
- Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.



Commitment

Courage

Compassion



Applying for the Data Manager post

Candidates should apply by school application form only. Application forms are available on the school website, or upon request from the HR Manager by emailing recruitment@parkstone.poole.sch.uk

Closing Date: 9.00 am Wednesday 23 September 2026

Interviews: w/c 28 September 2026



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Contact us

If you would like more information about Parkstone Grammar School please email recruitment@parkstone.poole.sch.uk

Alternatively, if you wish to discuss the vacancy please call 01202 605605 8.00 – 4.30 Monday to Thursday and 8.00 – 4.00 on a Friday.

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