



Sponne School
Inspiring Achievement



Data Manager (plus optional Student Services Manager) **Full Time Permanent Position**

37 hours per week, 41 weeks per year

Grade H Points 14 to 21 FTE £29,540 - £33,143 (Pro Rata Actual Salary £26,710 - £29,968)

(Enhanced role Grade I Points 22 – 26)

£33,699 - £37,280 FTE (£30,606 - £33,858 - Pro Rata Actual Salary)

Commencing October 2026

Sponne is an outstanding community comprehensive school with some 1412 students aged 11-18 on roll with 167 staff. The school is part of Tove Learning Trust, comprising of fifteen schools Buckinghamshire and has a training school and the Grand Union Training Partnership on site.

We are seeking an ambitious, highly motivated and organised person to become our Data Manager. The successful candidate will have extensive knowledge and attention to detail to lead on data management, assessment, school data compliance and reporting. This post will suit an experienced and flexible person looking to use their data knowledge and skills to further their career in the education sector. The role is supported by the Data Strategy Manager for Tove Learning Trust and there is an established network of Data Managers across the Trust schools who are increasingly working together to share good practice and support the development of the role, contributing to improved outcomes for all. There is an opportunity to appoint to include the enhanced role which incorporates the role of Student Services Manager which will require proven experience in line management.

The successful candidate will:

- Be educated to NVQ Level 3 or equivalent
- Have a relevant professional qualification
- Be confident and capable of using a range of software packages, in particular Excel
- Have at least three years' experience of an admin role in a school or busy office environment
- Must be eligible to live and work in the UK
- Meet the person specification and will be required to apply for a DBS clearance

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

"Overwhelmingly, staff are very positive about the school. They value and appreciate professional development opportunities. Leaders are considerate of staff workload. Staff morale is positive and they are proud to be part of the school." (Ofsted 2025). **The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We follow safer recruitment procedures for all vacancies and in accordance with Keeping Children Safe in Education.**

We reserve the right to close this vacancy early if we receive a high volume of suitable applicants for the role. Therefore if you are interested, please submit your application as early as possible.

How to apply: All documents including the full job description, person specification and application form are available on our website www.sponne.org.uk. Please ensure a **Sponne School application form** *and* **covering letter** are completed and includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to **Vikki Napier**, HR/Office Manager & Headteacher's PA Email: recruitment@sponne.org.uk T: 01327 350284. **Closing date: Noon: Monday 17th August 2026**