

**DATA MANAGER**  
**Required as soon as possible**  
**Salary Bucks Pay Range 7 - £33,141- £36,861**  
**(Actual salary range for Term time plus 3 weeks)**

Closing Date for Applications: **26/2/24**

Interview Date: **29/2/24**

Vacancy Ref: *DA001*

*THE MISBOURNE RESERVES THE RIGHT TO CLOSE AND SHORTLIST EARLY - EARLY APPLICATIONS ARE ENCOURAGED.*

An opportunity has arisen for an exceptional Data Manager to join our team. This role would ideally suit someone who has had previous experience of managing data within a school setting, but training will be provided for a candidate with the right skills and motivation. The successful candidate would have responsibility for the day-to-day management of the school data management system (SIMs) and other data and communications software, as well as completing statutory returns to the Department for Education. The role would also include supporting and managing other colleagues in the construction and maintenance of other data systems including (but not limited to): assessment platforms (SIMS, DPR, Alps), admissions and applications platform (Admissions+), seating planning and behaviour management (Class Charts), homework platform (Google Classroom Manager) and the school's timetable.

This is a 'term time plus 3 weeks' role to allow additional working time in the holidays that is essential to support data deadlines and exams. Flexible working is available for the right candidate, please call to discuss further.

**This is a great opportunity to join The Misbourne's staff for the right candidate.** The Misbourne is an aspirational and friendly place to work where every student and member of staff is a valued member of our community. As data manager you would report directly to a member of our senior leadership team and would help support other members of our support staff team. The role is supported by a part-time administrator.

Our values at The Misbourne for both students and staff are learning, kindness and excellence, these permeate everything we do, and start with our staff. At The Misbourne we acknowledge that education is a demanding but rewarding sector, and therefore looking after our staff is of highest priority. If you join our staff team, you will be part of a caring, kind and supportive group of professionals who really do share a sense of belonging and camaraderie.

The Misbourne is an **11-18 Academy in the picturesque village of Great Missenden** in the heart of the Chilterns, and is the **Lead School for Careers** in Bucks. We have nearly 1100 students on roll, including a successful and growing Sixth Form. Our staff tell us they genuinely feel like part of a team; a team who are striving to help each student flourish both academically and personally. Excerpts from our pleasing 2022 Ofsted inspection include:

- Students told inspectors that the clear and fair behaviour system helps them to behave well.
- Relationships between staff and students are strong.
- Students' conduct around the school is orderly and calm.
- Pastoral care puts the child at the heart of everything the school does.

We take an evidence-informed approach to school improvement, only implementing what we feel will make the biggest difference to the lives and outcomes of our young people, being mindful of staff workload and well-being. Our Wellbee survey results place The Misbourne in the **top 10% of schools for staff peer support, and top 20% for managing staff workload.**

We can offer you:

- Students who are a pleasure to work with.
- An experienced, friendly, and collaborative team of staff.
- A team who will help to guide your development and ensure that you are fully supported in every aspect of your work.
- Flexible working for the right candidate
- An evidence-informed approach to school improvement, only implementing what we feel will make the biggest difference to the lives and outcomes of our young people, being mindful of staff workload
- An academy that puts wellbeing at the top of their priorities
- Free access to our own fully-fitted gym (subject to opening hours)
- Two week October half term

We place a strong emphasis on three core values: learning, kindness, and excellence. We are seeking a candidate who shares these values and is eager to be an integral part of the day-to-day running and constant improvement of our academy.

Are you:

- Passionate about the importance of education?
- Able to manage data and systems accurately and with meticulous attention to detail?
- Innovative and forward-thinking with a strong track record of managing systems, even if not in a school setting?
- An effective communicator, with strong interpersonal and IT skills?

We would be delighted to invite prospective applicants to visit our school and experience first-hand what makes us a great place to work.

For further information and an application form, please visit the 'Joining Us' area on our website:

<https://www.themisbourne.co.uk/513/vacancies-1>

Please email your **completed application form (CVs are not accepted)** to: [recruitment@themisbourne.co.uk](mailto:recruitment@themisbourne.co.uk)  
quoting **Vacancy Reference: DA001**

The closing date for applications is **9am on Monday, 26 February 2024** and interviews will take place on  
**Thursday, 29 February 2024**

**The Misbourne reserves the right to close and shortlist and interview early, therefore early applications are encouraged. Please note all shortlisted applicants will be subject to a pre-employment check including social media.**

*The Misbourne is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An offer of appointment is subject to satisfactory references, DBS (Disclosure and Barring Service) Enhanced Disclosure and medical clearance.*

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[www.themisbourne.co.uk](http://www.themisbourne.co.uk)

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