

# The South Wolds Academy and Sixth Form



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## *Data Manager Application Pack*

*June 2026*

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June 2026

Dear Applicant

**Data Manager**

Thank you for your interest in this post.

The South Wolds Academy is a popular, high-attaining 11-18 school. Our main aim is to enable every student to achieve their academic and social potential. We strive to achieve outstanding attainment and care, guidance and support, underpinned by a strong programme of enrichment that prepares our students for the rest of their lives. In December 2019 OFSTED judged us to be a good school with many outstanding features and the most recent report can be found on our website. We are regularly one of the 10 highest performing schools in Nottinghamshire and our “culture of high achievement is prevalent in all that we do.

At the centre of our improvements are outstanding staff who are committed to taking every possible step to enable our students to enjoy and succeed. If you are successful in your application for this post then you can rest assured that we will be absolutely committed to your professional development, work-life balance, and career aspirations. Governors, senior leaders and I are committed to enabling all staff to fulfil their roles successfully, to flourish professionally and prepare for the next stage of their career.

Perhaps our school is best summed up by OFSTED who reported that “pupils achieve well within a culture of high ambition” and “teachers have high expectations of what pupils can achieve”. We are looking for someone who can make a major contribution to our great school and further enhance our students’ experience.

We would urge all candidates to explore the school website [www.southwolds.uk](http://www.southwolds.uk) to find out more about our great school and students. Alternatively you can follow us on twitter (@SouthWolds) or Facebook for an easier way of staying in touch.

South Wolds is an exciting place to work – a place where staff and students do have a smile on their faces. We would be delighted to hear from you if you decide to apply for this post. Please complete an application form and use the “Additional Information” to section explain:

How your training and experience to date have prepared for you this post;

- What difference you will make to the students if you are appointed; and
- Why we should appoint you to this post.

We look forward to hearing from you. **The closing date for applications is 9.00 am on Tuesday 30<sup>th</sup> June 2026.** We reserve the right to interview suitable candidates prior to that date. Should this prove successful we may close to new applicants earlier so please don’t delay in submitting your application.

If you have any queries then please contact Gail Burrows, Office Manger by phone or email [gburrows@southwolds.uk](mailto:gburrows@southwolds.uk)

Yours sincerely

Halina Angus  
Head Teacher



**THE SOUTH WOLDS ACADEMY & SIXTH FORM**  
**Church Drive, Keyworth, Nottingham NG12 5FF**  
Head Teacher: Halina Angus

South Wolds is a high attaining, semi-rural popular school located in the village of Keyworth in Nottinghamshire which is only 6 miles from West Bridgford. We are also a founding partner of the East Midlands Education Trust, committed to providing a first class education for all of our students.

**Data Manager**  
**Start date: 1st September 2026**  
**37 hours per week, Term Time only + 10 days (41 weeks)**  
**Scale SO2 (FTE £37,280 - £39,152) Actual salary £34,105.41 - £35,818**

The South Wolds Academy and Sixth Form is seeking to appoint an experienced, organised and highly motivated Data Manager to join our dedicated support staff team.

This is a key role within the academy, responsible for the leadership, development and management of all school data systems, ensuring that student information, assessment data and statutory returns are accurate, timely and effectively utilised to support school improvement.

Working closely with senior and middle leaders, the successful candidate will play a vital role in analysing and reporting on student progress and attainment, maintaining core school systems, supporting the academy's assessment and reporting processes, and ensuring compliance with all statutory data requirements.

Come and join our friendly team and enjoy the benefits of working for the East Midlands Education Trust. These include:

**Annual Leave** - Support staff are entitled to a generous annual leave entitlement which increases with length of service in addition to the 8 statutory public holidays.

**Pension** - Automatic enrolment to the Local Government Pension Scheme for support staff and Teachers' Pension Scheme for teaching staff.

**Cyclescheme** - Save between 25-39% on a bike and accessories as well as reducing your Carbon Footprint.

**Medical Services** - Free access to an Employee Assistance Programme which includes a 24/7 GP Helpline, access to wellbeing apps and much more...

The successful candidate will have to meet the requirements of the person specification in order to be offered the post, will be required to undergo a full enhanced DBS check and must be eligible to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding checks will be undertaken during the recruitment process.

If you would like further details regarding the vacancy, please visit [EMET](#) to download an application pack or email Gail Burrows, Office Manager [gburrows@southwolds.uk](mailto:gburrows@southwolds.uk).

This is a full-time, all year round position. We also welcome applications from candidates seeking part-time hours, and alternative working patterns may be considered for the right applicant. Please note that the role is based on site, and any flexible working arrangements would be required to support the needs of the school.

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## JOB DESCRIPTION

<b>1. Title of Post:</b>	Data Manager
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<b>2. Accountable and Responsible to:</b>	Assistant Head Teacher – Curriculum
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<b>3. Grade:</b>	SO2
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<b>4. Main Purpose of the Job:</b>	
1.	This post holder will be responsible for the efficient leadership, development, management and organisation of all school data, including assessment recording and reporting and providing detailed analysis and attainment progress reports for the academy.
2.	This post holder will be responsible for ensuring all statutory census returns are accurate and timely.

<b>5. Main Responsibilities of the Job:</b>	
1.	Overall responsibility for the completion and return of data to outside agencies including the triannual school census and the school workforce census.
2.	Responsibility for maintaining and updating all student aspects of Arbor including curriculum and pastoral functions, Assessment Manager, Course Manager, Options Online, Parent Lite and aspects of Timetabler.
3.	Responsibility for maintaining and updating all aspects of SISRA and FFT for all year groups
4.	Responsibility for student assessment and reporting including collating and analysing student data and reports.
5.	Lead on the development and maintenance of all current and future SIMS modules used by the academy, working closely with a range of stakeholders to set up, monitor and review efficient systems of data management.
6.	Develop the reporting strategy ensuring that parents and carers have access to meaningful progress, attendance and behaviour information for their child and that this is issued in line with our reporting calendar
7.	Produce effective target setting and projection methods for all key stages and communicate these clearly to senior and middle leaders to ensure academy outcomes are aspirational and achievable.
8.	Keep up to date with developments in school data and national data initiatives and make recommendations to the Senior Leadership team about any necessary developments, leading on any required changes or updates.
9.	Oversee and develop systems for tracking the progress for students at each key stage, working directly with subject leaders to drive consistency in tracking across the academy, leading to the deployment of focused, timely intervention.
10.	Manage and maintain SISRA and be responsible for extracting data from Arbor to SISRA and making it available to staff in a timely manner

11.	Facilitate training and provide training materials to staff on how to analyse data from external and internal sources
12.	Carry out robust in-depth analysis throughout the year of data (using resources such as Arbor, Sisra, FFT, DfE tables checking, internal assessments and associated external and internal systems) and present findings to senior leaders and teaching staff in a variety of ways to ensure understanding and generate appropriate actions.
13.	Implement systems and procedures to ensure data is accurate, up to date and compliant with internal and external requirements
14.	Carry out regular review of working practices to ensure greatest efficiency as part of ongoing departmental monitoring
15.	Maintain and administer Options software to ensure a clear and effective options process for relevant year groups
16.	Be proficient in using relevant areas of Microsoft Office applications to successfully fulfil the role.
17.	Support the Examinations Officer in the administration and running of exams during exam periods.
18.	Be present in school on the examination results days and following days as directed by the school.
19.	Ongoing maintenance of the school timetable using Arbor carrying out in-year alterations to the timetable including adjusting and creating staff and student timetables, class rotations, class lists, academic promotion, rotas and any other appropriate information.
20.	Line manage the Examinations Officer and Data and Examinations Administrator
21.	Carry out lunchtime patrols as directed.
22..	Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
23..	Be aware of GDPR.

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
Excellent awareness of child protection and safeguarding policies	Yes	
Excellent communication skills	Yes	
The ability to work alone or as part of a team	Yes	
3 years experience in a data/examinations officer role	Yes	
Excellent computer skills (Word, Excel, Powerpoint, Email and Internet use)	Yes	
The ability to manage conflicting priorities	Yes	
The ability to maintain confidentiality	Yes	
Awareness of GDPR	Yes	
Familiarity with Arbor school software especially examinations and assessment manager.	Yes	

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.