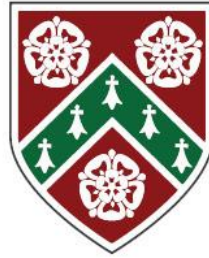


The people behind
the magic.



HONLEY
HIGH SCHOOL



JOIN OUR TEAM

Timetable and Data Officer

Salary: Band G (NJC 20-24) **Full time:** £32,597 - £35,412 **Actual:** £28,881 - £31,375.

Contract: Permanent. Term time only plus 10 days.

Hours: Monday, Wednesday and Thursday 8.00am – 4.00pm, Tuesday 8.00am – 5.30pm and Friday 8.00am – 2.30pm (Some flexibility can be offered with the working hours, except on Tuesdays when a 5:30pm finish is required).

Closing Date: Monday 6th July 2026 at 12 noon.

Interview: w/c Monday 13th July 2026.

Start Date: 1st September 2026.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



Together
Learning Trust

THE SCHOOL

Exceptional opportunities, exceptional outcomes



We are proud of the high quality education we offer at Honley. We are traditionally one of the highest performing schools in the region and this is directly attributable to the hard work and dedication of our entire staff team. We want our children to be the best that they can be and so there is a continual drive to develop and improve as professionals. As Ofsted stated following our last inspection: *"Pupil outcomes are good because teachers have high expectations of what children can achieve and plan interesting tasks that engage pupils in their learning."*

But these crucial years of adolescence are about more than exceptional performance in examinations. The world is changing more rapidly than any one of us can predict, and if our children are to thrive, they will need to develop personal skills and qualities alongside their academic qualifications. They will need a questioning mind, perseverance and resilience. They will need to be adaptable, creative and self-disciplined. These attributes are hard to measure but equally important, and we see it as our duty to develop students' character, as well as pursuing academic excellence.

We are nationally recognised for our sporting achievements and have a proud and enviable record in technology, drama and the creative arts.

Honley High is a fantastic place to work and learn and we are always aiming to develop even further. We live by our school motto. The quality of every interaction we have with students and staff establishes a culture where everyone can 'strive for the highest' and achieve great things.

We are looking for an extraordinary individual to join our school and really make a difference in the lives of our young people.

Liz Lord, HEAD OF SCHOOL



"I am pleased that the school has such high standards and expectations for the children and encourages them to meet these at all times; this sets the children up for later life. Whilst striving for these standards, the school maintains a nurturing environment."

- PARENT COMMENT

EXPLORE MORE



www.honleyhigh.co.uk



[HonleyHighSchool](https://www.facebook.com/HonleyHighSchool)



[@HonleyHighUK](https://twitter.com/HonleyHighUK)



When schools collaborate, incredible things happen.

Together Learning Trust is a thriving group local family of schools. We have three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER



"Working with such creative, professional and dynamic staff from other schools in the trust has helped make my job much more enjoyable and manageable, whilst reducing workload."

- DAMIAN BALL

Assistant Headteacher, The Brooksbank School

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

THE JOB

Timetable and Data Officer

We are seeking an organised, analytical and proactive **Timetable and Data Officer** to join our dedicated support staff team. This is a key role within the school, providing essential support to ensure the effective management of student data and the smooth operation of the academic timetable.

Working at the heart of the school, you will be responsible for maintaining the school's Management Information System (in our case Arbor), supporting the development and administration of the timetable, and producing accurate data and reports to inform decision-making. Your work will directly contribute to the delivery of high-quality teaching and learning and help ensure that students receive the best possible educational experience.

The successful candidate will have excellent organisational and administrative skills, a strong eye for detail, and experience of working with data. You will be confident in analysing information, producing reports, and communicating effectively with a wide range of stakeholders. Experience of working within a school environment and knowledge of school information systems would be advantageous, although training will be provided for the right candidate.

What the role involves in a nutshell:

- Maintain and update the school MIS and other systems to support school timetabling, assessment, student data, and external reporting.
- Support the effective use of data in school through the building of reports, spreadsheets, and other analysis processes.

What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

In addition to this you will benefit from:

- Automatic enrolment to the West Yorkshire Pension Fund.
- A Supportive and forward-thinking Leadership Team.
- Staff development through proactive personal and professional development.
- Working as part of a creative and supportive team who want the best for all of our students.
- Free Parking.
- Cycle to Work Scheme.
- Additional holidays linked to service.
- Eye Care.
- Annual Flu Vaccines.
- Home & Technology Scheme.
- Rewards and discounts.
- GP Online and Prescription Service.
- Your Care Wellbeing Platform & EAP.
- Lifestyle benefits & discounts.

Diverse perspectives and experiences are critical to our success, and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role.

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

ROLE PROFILE | Timetable & Data Officer

Accountable to:	Assistant Headteacher
Accountable for:	N/A
Job Family:	Support Specialist – Non-Teaching
Salary:	Band G (NJC 20-24)
Hours:	37 Hours per week. Term Time only plus 10 days.

CORE PURPOSE

The Timetable and Data Officer is responsible for the effective management, maintenance, analysis and reporting of school data systems, alongside the coordination and administration of the school timetable. The postholder ensures that accurate, timely and compliant data is available to support high-quality teaching, learning, student outcomes and informed decision-making across the school.

The postholder delivers high-quality performance every day, enabling students, colleagues and schools to thrive. They act as an ambassador for the Trust, modelling its values and expected behaviours. They maintain credibility by consistently applying the technical expertise and professional standards required.

KEY DUTIES AND OUTCOMES

Each individual task will not be identified within the role profile; Employees will be expected to comply with all reasonable requests to ensure the role delivers the expected outcomes linked to its core purpose and accountabilities.

Timetable Management and Curriculum Planning

- Support the planning, construction and implementation of the academic timetable through accurate data input and effective coordination, ensuring a functional and efficient timetable that meets curriculum and staffing requirements.
- Maintain and update the timetabling system throughout the academic year, ensuring all amendments are implemented accurately and communicated in a timely manner.
- Analyse timetable effectiveness and identify areas for improvement, providing recommendations to the Senior Leadership Team (SLT) to support curriculum delivery and resource allocation.
- Ensure the timely distribution of accurate timetables and respond to timetable-related queries, enabling staff and students to operate effectively with minimal disruption.
- Develop and maintain robust data quality assurance processes, undertaking regular audits and validation checks to ensure the accuracy, integrity and reliability of school data.

Data Management and Information Systems

- Manage and maintain student data within the Management Information Systems (MIS), ensuring data accuracy, integrity, security and compliance with statutory and Trust requirements.
- Support the school options process by maintaining and updating student choices within the MIS, ensuring accurate curriculum planning and student allocation.
- Maintain and update SISRA and other school data systems, ensuring data consistency and system effectiveness.
- Ensure all data is processed, stored and shared in accordance with data protection legislation and Trust policies.

Data Analysis, Reporting and School Improvement

- Produce, analyse and distribute a range of data reports, including student performance, attainment and progress information, ensuring staff and SLT receive timely and reliable insights to support school improvement.

- Work collaboratively with the Examinations Officer and curriculum departments to develop and maintain tracking systems that support effective monitoring of student progress and outcomes.
- Support SLT with ad hoc data analysis, reporting and information requests, providing high-quality evidence to inform operational and strategic decision-making.
- Provide data to internal and external stakeholders, ensuring reports are accurate, timely and meet required standards.
- Undertake relevant training and development (e.g. SISRA, Excel, Power BI) to continuously improve data analysis capability and system efficiency.

Compliance, Statutory Returns and External Reporting

- Coordinate and submit statutory and internal data returns, including the school census and other required submissions, ensuring compliance, accuracy and adherence to deadlines.
- Liaise with external stakeholders, including the Local Authority and other agencies, to manage admissions data and fulfil reporting requirements in line with statutory expectations.

Training, Support and Stakeholder Engagement

- Provide training, guidance and ongoing support to staff in the effective use of MIS, SISRA and other data systems, improving user capability and promoting consistent data management practices.
- Act as a key point of contact for data and timetable-related enquiries, providing professional advice and support to colleagues and students across the school.
- Promote effective data practices and contribute to the development of systems and processes that enhance efficiency, accuracy and user confidence.

EXPECTED BEHAVIOURS

All employees are expected to conduct themselves in line with the essential behavioural competencies, including any additional leadership competencies related to their job family level. These competencies are designed to support high performance and provide clear behavioural expectations at every level. Through active engagement with our personal and professional development offering we expect everyone to develop their skills and knowledge in line with our competency framework and the technical competencies outlined in the role profile. For more information on the behavioural competency framework please visit [Competency Framework](#).

PERSON SPECIFICATION

Experience and Qualifications Required	Essential	Desired
GCSEs in English and Mathematics at grade C/4 or above, or demonstrate equivalent proficiency in both subjects during interview	✓	
Experience of working with and interpreting data	✓	
Awareness of data protection legislation	✓	
Strong proficiency in Microsoft Word, Excel and Outlook	✓	
Working knowledge of School MIS systems (in our case Arbor), Timetabler, SISRA or Power- BI (or other similar systems)		✓
Technical Skills Required		
High attention to detail and accuracy	✓	
Ability to analyse and present data clearly	✓	



HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role or have any questions ahead of making a formal application, we'd be delighted to hear from you. Please contact our Leadership Co-Ordinator Nicola Pogmore via n.pogmore@honley.tlt.school.

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2025.