



West London Free School

Data Manager

Start Date: 13th April (or sooner)




THE SUNDAY TIMES

**SCHOOLS GUIDE
2026**

**COMPREHENSIVE
SCHOOL OF THE YEAR**

Data Manager

Start date:	13 th April (or sooner)
Contract Type:	Full Time
Contract Term:	Permanent
Salary:	Commensurate with experience
Reports to:	Headteacher



The West London Free School

The West London Free School is one of the country's pioneering free schools, renowned for academic excellence, high standards of behaviour and a wide choice of co-curricular clubs. Since our foundation in 2011, we have provided all children with a rigorous, knowledge-rich education irrespective of their background. We believe that knowledge is a good in and of itself, empowering pupils to understand and take an interest in the world around them. The education we offer is not just a preparation for work, but a preparation for life. As such, we value the knowledge of our teachers, and the passion for their subject that they bring to the classroom.

We offer a challenging curriculum, with a supportive environment, underpinned by fantastic teachers. Through this combination, pupils at the West London Free School excel. The *Sunday Times* chose us to be their 'London Comprehensive School of the Year' in 2025, and UK 'Comprehensive School of the Year' in 2026. Our most recent exam results in 2025 were our best yet as a school:

- **A-level:** 60% of entries were graded A* to A, and 87% were graded A* to B.
- **GCSE:** 63% of entries were graded 9 to 7, and 93% were graded 9 to 4. Our Attainment 8 was 69.1, making us the **fourth best comprehensive school in England** for GCSE outcomes.
- WLFS students went on to study at some of the best universities in the UK and abroad, with 13 students accepted to courses at Oxford or Cambridge in 2024.

At the West London Free School, we aim to build a culture of sustainable success. We have a stable body of staff who feel supported and fulfilled.

- Senior leaders are highly visible and approachable.
- The pastoral team take responsibility for ensuring all teachers can teach without disruption. School rules are non-negotiable, and poor behaviour is met by escalating sanctions.
- Our staff surveys have regularly shown staff morale and other indicators of professional satisfaction at the WLFS to be significantly higher than national benchmarks.

As well as a knowledge rich education, the WLFS runs an extensive co-curricular programme that encourages children to develop outside the classroom. The school specialises in music and offers a range of sporting opportunities as well as general interest clubs. All staff are encouraged to share their co-curricular enthusiasm by committing one hour a week to running a school club.

The Data Manager Role

The Data Manager role is fundamental to our effective functioning at the West London Free School. We are looking for a highly skilled, organised and motivated individual, with an ability to work well with colleagues, take the initiative and solve complex problems. It is a varied and rewarding role, directly supporting staff and senior leaders in ensuring the smooth running of school life.

Key responsibilities for this role include:

- Create the school timetable each year through TimeTabler.
- Manage the timetable throughout the year on Arbor.
- Process changes to staff, pupil and room timetables.
- Process pupil attainment data from internal assessments, and send reports to families.
- Assist with the analysis of GCSE and A-level results.
- Prepare data component of Headteachers' Report to Governors each half term.
- Administer our Autumn, Spring and Summer Census.
- Manage other software used at the WLFS, such as SatchelOne, Evolve and CPoms.
- Scheduling regular reports, and supporting staff with data requests.

The successful candidate will have:

- Extensive experience of using school MIS software and data systems, such as Arbor.
- Excellent ICT skills, including confident use of Excel and Microsoft cloud-based platforms such as SharePoint.
- Excellent skills in processing and analysing data.
- Outstanding organisation skills and a meticulous attention to detail.
- Comfort with working to targets and deadlines.
- Knowledge of statutory data reporting requirements, such as the school censuses.
- A desire to work in a thriving school community, and a fundamental belief in the power of education to change young people's lives.





Rewards & Benefits

People are at the heart of our success. We look for talented and ambitious individuals who share our vision for creating an exceptional school, and are committed to ensuring that every child has access to the best possible education. Pursuing a career at the WLFS also gives you the chance to work alongside a highly capable and committed Senior Leadership team. Senior Leaders at WLFS all teach, pay due attention to workload pressures and are highly visible 'in the corridors'.

We have developed a positive and supportive staff culture at the WLFS, and we invest in our staff with support, coaching and mentoring as well as external training programmes. To that end, we offer:

- Teachers' Pension Scheme for teaching staff
- Cycle to Work Scheme
- Complimentary drinks
- Employee counselling
- Recommend a teacher bonus scheme
- Staff children have priority admission into the school (after 2 years' service)
- Season ticket travel loan

Closing date and interviews

The School reserves the right to commence or complete the interview process at any time prior to the start date.

Please apply either via the jobs portal through which you found this advert, or by completing the application form on the WLFS website and returning it to the Joint Headteachers Ben McLaughlin and Rob Peal via r.peal@wlfs.org.

Equal Opportunities

The Knowledge Schools Trust is an equal opportunities employer. The Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions in order to assess their suitability to work with children.

The West London Free School and the Knowledge Schools Trust is fully committed to the principles of equal opportunity, diversity and inclusion. We want to attract and retain the very best staff in all areas of the Trust, ensuring our staff body reflects the diversity of our students and local community.