



# Data Manager

Candidate Information

Required from September 2025

The Granville is an IAPS  
co-ed Pre-School for ages 3 - 4  
and girls' Prep School for ages 4 - 11





## Executive Summary

**This is an excellent opportunity to join a collaborative and dynamic team at an exceptionally high-achieving, independent co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11 in the heart of Sevenoaks.**

The Granville combines future-ready, forward-looking educational excellence with affectionately held traditions and a bespoke approach to both the academic and personal experiences of its pupils.

We are seeking an outstanding, detail-oriented and highly motivated creative and impactful candidate to lead on the use and oversight of our school's data systems, supporting and working with the Senior Leadership Team, teachers and parents.

**Closing Date:** 20th March 2025

**Interviews:** 24th March 2025

*The Headmistress would be delighted to talk on the phone to any candidate who would like to know more about the post. She can be contacted either at the School on 01732 453039 or by email through [bursarassistant@granvilleschool.org](mailto:bursarassistant@granvilleschool.org).*

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening.

# The School

**Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence.**

The school is set in five acres of gardens and woodland and is centred around a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (30 minutes from London) and the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. It is an educational trust administered by an extremely supportive Board of Governors.





## Our Vision

**Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.**

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in traditional Granville celebrations. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

Our record of leavers' destinations is outstanding with girls gaining scholarships every year to a wide range of excellent senior schools, (including Caterham, Kent College, St Paul's Girls School, Sevenoaks School, Walthamstow Hall, Woldingham and Wycombe Abbey) and places in the highly selective Kent grammar schools.

The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI. The most recent ISI inspection took place in 2022 and was compliant in every aspect. In the 2017 inspection the school was proud to be rated 'excellent' in all areas. The full inspection reports can be read on the school's website.

Looking to the future, the school aims to continue on its journey of excellence, constantly improving the standard of teaching and learning, helping pupils achieve their personal best and expanding our educational provision to ensure they are future-ready.

# Testimonials

“ I love the school as much now as I did 20 years ago when my eldest daughter came here. They have such fond memories of being at The Granville. ”

Mrs V Wyatt, Teaching Assistant

“ The teachers cheer you on, saying ‘You can do this!’ It always makes me feel better. ”

Annabel, Year 3 Pupil

“ As the newest member of the admin team, I have found the staff very warm and friendly. Nothing is ever too much trouble and I feel I have adapted to school life very quickly due to this. ”

Mrs K Smith, Bursar's Assistant

“ I really enjoy being part of the Senior Leadership Team at The Granville. It is a supportive and creative group to be a part of. The girls we teach are charming: polite and courteous as well as inquisitive and confident. ”

Mrs V Duggan, Head of English

“ You should come to Granville because it's the best place! ”

Cara, Year 3 Pupil



## Job Description: Data Manager (part time)

### Main duties and responsibilities

#### Schoolbase MIS:

- Ensure the efficient running of the school Management Information System (MIS) used in school
- Liaise with the MIS company to troubleshoot concerns
- Ensure the pupils records are complete and accurate
- Support parents and staff in their use of SchoolBase
- Continue to develop the school's use of SchoolBase and produce help sheets for staff and parents
- Conduct staff training
- Work with Director of Studies to agree dates for reports and parents' evenings and schedule each stage of these in the calendar
- Set up academic reports for teachers each term, monitor and publish reports to parents
- Import academic tracking data and produce tracking reports
- Issue SchoolBase Parent Portal logins to parents
- Ensure we have up-to-date consents and medical information from parents
- Ensure new pupils are set up correctly with their curriculum, timetable, etc
- Manage and conduct the year end roll-over
- Import the new timetable (each year/termly) into SchoolBase

#### Other:

- Produce new timetable when required (using Keith Johnson Timetabler)
- Set up holiday camps for parental booking in Kids Club HQ
- Set up parents' evenings for parental booking in Schoolcloud
- Play a full part in the life of the school community, supporting the ethos and wider events

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes



## Job Description: Data Manager (part time)

### Person Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>Educated to degree level with 2+ years' experience in data management/analysis the role, or 10+ years' experience in the role</li> </ul>	<ul style="list-style-type: none"> <li>SchoolBase training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Using a management information system in a school</li> <li>Working directly with school data</li> <li>Compliance with GDPR regulations</li> </ul>	<ul style="list-style-type: none"> <li>In-depth knowledge of Schoolbase MIS</li> <li>working in a school</li> <li>writing a school timetable</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>Strong analytical and organisational skills</li> <li>Excellent written and verbal communication</li> <li>Excellent Microsoft Excel and Word skills</li> <li>Logical, analytical mind</li> <li>Proficient with processing qualitative and quantitative data, collecting, processing, presenting, storing and sharing in the right manner</li> </ul>	<ul style="list-style-type: none"> <li>Keith Johnson Timetabler software</li> <li>Schoolcloud software</li> <li>Kids Club HQ software</li> <li>Timetabling skills</li> <li>Knowledge of reporting requirements</li> </ul>



## Person Specification (cont.)

	Essential
Personal Qualities	<p>The person employed as Data Manager needs to:</p> <ul style="list-style-type: none"> <li>• possess excellent verbal and written skills.</li> <li>• be personable, patient and supportive, as their role involves support, dealing with parents and staff in a positive manner, as well as staff training</li> <li>• have excellent people management skills and the ability to oversee a project which are essential</li> <li>• have an interest in handling data, including use of spreadsheets</li> <li>• work independently and as part of a team, as well as be proactive in their role</li> <li>• have excellent time keeping skills</li> <li>• have integrity and loyalty, maintaining confidentiality at all times</li> </ul> <p>We are happy to discuss flexible working arrangements.</p>

# Additional Information

## Salary

Data Manager - Part-time

Part-time 2 days per week, term-time plus 4 weeks. 8.5 hrs plus half-hour unpaid lunch per day.

Actual salary £11,739.

Full time salary £35,000 (42.5 working hrs/52 weeks)

The successful appointee will also be entitled to the following;

- Free school meals
- Membership of Healthcare Scheme
- Pension Scheme
- School Fees Staff Discount
- Free parking on site

This post offers a rare and exciting opportunity to join a school who are leaders in providing an independent pre-school education for girls and boys aged 3-4 and a prep education for girls aged 4-11 that is aspirational, future-facing, relevant and engenders success in all aspects of school life, while still upholding the best of prep school tradition.

The successful candidate will join a supportive and collaborative team. They will be dedicated to providing an excellent education for the pupils in our school.



# Additional Information

## Safeguarding and Child Protection

**The successful candidate will be expected to commit to the following:**

To promote and safeguard the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact. They will adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school she/he must report any concerns to the schools' Designated Safeguarding Lead.

The successful candidate will be required to provide an enhanced DBS Disclosure.

In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.





The   
Granville  
School

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