



OAKLANDS SCHOOL

(11-19 Mixed Comprehensive)

Old Bethnal Green Road, London E2 6PR

Telephone: 020 7613 1014

Headteacher: Simon Ramsay

Data Manager

Required from October 2024

35 hours per week, 43 weeks per year

Salary: Scale PO1 Points 28 – 31 £40, 389- £42, 855 per annum pro rata

(Actual salary payable £39, 343 – £41, 745 per annum)

Retention bonus of £2,000 will be available for a suitably experienced candidate, £1,000 of which is payable in September 2025 and the remaining £1,000 payable in September 2026

We are seeking to appoint a Data Manager to provide specialist data support to the teachers and students of Oaklands School, and to contribute to the active promotion of the school's vision and ethos. The post holder will be responsible for the management of School Data, including assessment data, admissions data, and to support the daily operations of the School Management Information System (MIS).

The Data Manager will lead on all aspects of data collection, analysis, evaluation, statutory compliance, accuracy and dissemination to ensure accurate planning of teaching and learning and assessment of pupil progress.

Applicants must possess excellent communication and analytical skills, and the ability to pay attention to detail and work under pressure. You must have good knowledge of database management systems and the confidence and ability to work independently for the majority of the time. A retention bonus of £2,000 will be available for a suitably experienced candidate, £1,000 of which is payable in September 2025 and the remaining £1,000 payable in September 2026.

We are keen to hear from you if you:-

- Aspire to develop further as a professional
- Are flexible and adaptable
- Are ambitious, hard-working and a team player

We can offer you the opportunity to join:

- A highly committed and dedicated staff
- Excellent CPD opportunities
- Students who love their school, are ambitious and want to learn

Oaklands School is an Equal Opportunities employer and welcomes applications for all posts from appropriately qualified persons regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

We are committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share this commitment. The successful candidate will be DBS checked.

Please return a completed application form to: hr@oaklandsschool.com.

Closing date for applications: 9am Monday 7th October 2024

Suitable candidates may be interviewed before the closing date