

## THE HELIX EDUCATION CENTRE

94 Uxbridge Road, Harrow, HA3 6DH

Tel: 020 8353 4170

Web: [www.thehelix.harrow.sch.uk](http://www.thehelix.harrow.sch.uk)

**POSITION:** Data Manager & Website Lead  
**GRADE:** G7 (Actual £26,198- £27,711)  
**CONTRACT TYPE:** 30 hours per week – Term Time Only plus 1 week in Summer Holidays  
**RESPONSIBLE TO:** Headteacher

We are a Pupil Referral Unit, including a Hospital Education Service, a Home Tuition Provision and an Outreach Inclusion Support Team. We currently have a vacancy for an innovative & inspirational Data Manager

Age Range 5 – 16	Recent upgrade of outdoor PE facilities	A supportive Headteacher, SLT and Staff
Ofsted rated as a 'Good' School	On-site Parking	Prime location for public transport links

- We are seeking a highly organised and detail-oriented individual to join our team as a Data Manager.
- Someone who is enthusiastic about data and possesses excellent analytical skills.
- To be responsible for all data input for all in year admissions & leavers.
- Providing specialist data support to the staff.
- Developing and managing the Management Information System (SIMS/ARBOR) to ensure streamlining and effective delivery of data and information in order to support the school's efficient day to day running.
- To be responsible for inputting, analysing and distributing accurate student attendance and punctuality data; and academic and behavioral progress and attainment as required using SIMS/ARBOR or other software packages.
- To ensure the accurate maintenance and distribution of management information relating to students (SIMS/ARBOR).

The ideal candidate will:

- Have experience, ideally of working in a School or PRU
- Have experience of Data Management and Data Analysis
- Have a passion and be committed to achieving high standards in their work
- Is a great communicator and can communicate well verbally and in writing, especially in the presentation of data
- Be a 'can do' person who works positively and collaboratively.
- Be consistent, calm and a reflective practitioner with a growth mind-set
- Have a high level of resilience and commitment

Visits are strongly encouraged and can be made by contacting the School office by phone (020 8353 4170) or by email ([office@thehelix.harrow.sch.uk](mailto:office@thehelix.harrow.sch.uk))

<b>Closing Date:</b>	<b>Wednesday 15<sup>th</sup> January 2025</b>
<b>Interview date:</b>	<b>Tuesday 28<sup>th</sup> January 2025</b>
<b>Start date:</b>	<b>Spring Term 2025 or earlier</b>

Full details of the post and an application form can be downloaded from:

<http://www.thehelix.harrow.sch.uk/vacancies>

Completed teaching application forms to be returned to Bhavna Patel, Business Manager, by email to [recruitment@thehelix.harrow.sch.uk](mailto:recruitment@thehelix.harrow.sch.uk) . Only shortlisted candidates will be notified

Harrow is an Equal Opportunity Employer.

The Helix Education Centre is committed to safeguarding and promoting the welfare of young people. Any offer of employment will be conditional upon an enhanced criminal record check with the Disclosure and Barring Service; a prohibition from teaching check (teachers only); satisfactory references; the right to work in the UK; and a satisfactory health check.

Please note that in line with the latest guidance from the 'Keeping Children Safe in Education' guidelines we will now be performing online social media checks on candidates prior to offering a role.