



# Data Manager

Information for candidates

February 2026

# Introduction from the Principal



Dear Candidate,

Our Vision is for Skinners' Academy to be a highly **successful, aspirational, inclusive and vibrant** learning community in which all students are able to **thrive academically and socially, achieve excellent outcomes** that support their future ambitions, **feel safe and supported** because of strong and respectful relationships with staff and peers, and are **enabled to become active and thoughtful citizens** who are well-equipped to navigate the challenges and benefit from the opportunities of wider society and the adult world.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story.

The Academy is on a journey from Good to Great and this was confirmed by Ofsted in May 2022, who stated that *"leaders and governors remain focused on doing the right things to improve the school further. They have developed an ambitious and clear long-term plan that outlines how they will reach their vision"*. Additionally, outcomes at Key Stages 3 and 4 have improved steadily over the last few years, with the Academy achieving above national averages for pupil progress at all key stages.

## About You

- You can motivate and engage pupils to fulfil their fullest potential.
- You have excellent interpersonal skills and a commitment to collaborative working.
- You are committed to working in a diverse inner-city school and believe that such schools should provide pupils with an environment that is conducive to academic success and personal development.
- You have an excellent track record of outstanding teaching across Key Stages 3 to 5.
- You hold high standards for yourself and others and thrive in settings that have a culture of high challenge and high support.

## About Us

- Reconfirmed as a 'Good' school by Ofsted in May 2022, with further significant improvements since then.
- We provide a world class education for pupils aged 11-19, in a modern state-of-the-art building that opened in September 2010.
- We have excellent transport links; 5-minute walk from the bus stop or 7-minute walk from Manor House tube station which serves the Piccadilly Line.
- We have high-quality teaching staff who are fully committed to supporting pupils' academic and personal development.
- We invest heavily in staff development, recognising that our staff members are our most valuable resource, and offering excellent opportunities for professional development.

Thank you for your interest in our Academy. I look forward to receiving your application.

**Ms S Jacob**

Principal, Skinners' Academy

# Our Vision & Values



## Our Vision

Our vision is for Skinners' Academy to be a highly **successful, aspirational, inclusive and vibrant** learning community in which all students are able to **thrive academically and socially, achieve excellent outcomes** that support their future ambitions, **feel safe and supported** because of strong and respectful relationships with staff and peers, and are **enabled to become active and thoughtful citizens** who are well-equipped to navigate the challenges and benefit from the opportunities of wider society and the adult world.

## Our Values

To make this vision a reality, we are guided by our Academy motto of '**Be The Best You Can Be**'.

Our culture is one of 'high challenge, high support' because it is this that allows all members of the Academy's community to be their very best and fulfil their potential.

## Our Values

At Skinners' Academy, our values shape the character of our community and support every student in becoming the best version of themselves. They guide our actions, interactions, and ambitions, both within and beyond the classroom.



### Be Kind

Kindness is at the heart of a respectful and inclusive school community. We promote empathy, compassion, and understanding, recognising that every action, no matter how small, has the power to uplift others and strengthen relationships.

### Be Curious

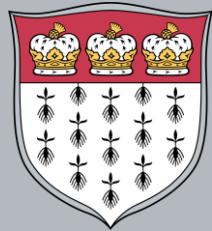
We nurture a spirit of curiosity by encouraging students to ask questions, explore new ideas, and develop a lifelong love of learning. Curiosity drives innovation and critical thinking, helping learners connect with the world around them in meaningful and engaging ways.

### Be Brave

We support students in developing the courage to take risks, speak up, and face challenges with resilience. Being brave means embracing failure as part of learning, standing up for what's right, and believing in one's ability to grow and make a difference.



# Skinner's Academies Trust



Skinner's Academies Trust is a collaborative Trust of six high-performing schools in Kent and London working together to improve outcomes for all our students.

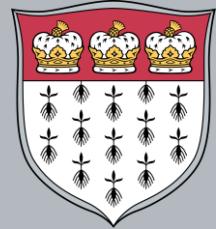
The Trust builds on the longstanding collaboration and shared values across the family of schools supported by The Skinner's Company, one of the Great Twelve Livery Companies of the City of London. The Company is a major not-for-profit organisation with a well-established reputation for philanthropy dating back some 700 years. Education is a core charitable purpose and its schools aspire to

provide all their young people with the opportunity to make the most of their talents and fulfil their potential.

Skinner's Academies Trust's mission is to provide its young people with the opportunity to make the most of their talents and fulfil their potential. To do that they ensure that each school has first-class teaching, management and leadership, and are supported and held to account by high-quality governing bodies.



# Skinnners' Academies Trust: Professional Development



Skinnners' Academies Trust is committed to investing in our people and as such offer a high-quality suite of professional development opportunities for all our teachers. Everyone at the Trust is committed to being a reflective practitioner, open to learning and motivated to keep getting better.

We know that professional development for our people will lead to impact in our schools. The five pillars of our offer are designed to offer opportunities to all our staff, to support our vision for an excellent education in all our schools and to have a clear impact on outcomes for all our pupils.

## **Chartered College of Teaching membership: Open to all**

All teaching staff are given full membership to the Chartered College of Teaching. This gives them access to a range of resources including research papers, articles, lesson videos and the quarterly journal, *Impact*; and opportunities to participate in CCT courses or become a Research Champion.

## **Research-led networking opportunities: Open to all**

The Trust-wide book group meets online each half term to explore an education-based text and discuss the implications on classroom practice. Copies of the book are free to members. Our Research Enthusiasts group similarly meets each half term. It offers teachers from across the Trust, with a passion for evidence-informed practice, the opportunity to debate a range of research and its implications for classroom practice and student outcomes.

## **Development for middle leaders: Open to aspiring and existing middle leaders**

Our bespoke Middle Leadership Programme is a

10-month course designed and delivered internally for those at the start of their leadership journey. Throughout the course we explore evidence and good practice around effective leadership, use of data, managing teams and how to implement improvement. All participants are allocated a mentor who supports them throughout the course and get to visit each Trust school over the course of the year.

## **Subject-specific collaboration: Open to subject leads and subject-based TLR holders**

We have established Subject Communities for English, Maths, Science and MFL, enabling improvement at subject level the Trust through collaboration between subject leads and shared good practice. This gives heads of department an exciting chance to experience and learn from a range of practice across all our schools.

## **SLT Community of Practice: Open to senior leaders**

All senior leaders across the Trust are members of our SLT Community of Practice, giving them the opportunity to share good practice in school improvement. Leaders participate in visits to Trust schools, hear from external experts and provide professional and supportive critique to one another.

## **Purposeful Practice Programme: Open to all**

Rooted in the best available evidence, this programme provides an opportunity for teachers at all levels to refine and hone their craft. Focusing on granular, high impact teaching strategies, participants will observe these in action before engaging in analysis and review and then planning to incorporate them into their own practice. This is a unique programme to SAT and an exciting opportunity for all practitioners.

# Staff Wellbeing & Benefits



## Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

## Pension Scheme Contributions

We pay in a high percentage of monthly contributions for Teaching Staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

## Cyclescheme

Skinner's Academy is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost.



## Employee Assistance Programme

Our Employee Assistance Programme (EAP) provides practical and emotional support:

- A range of counselling options
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence..
- Financial, legal and practical support from qualified professionals on a range of personal issues.
- Access to online health and wellbeing resources and a specialist information service.



## Local Café Discount

215 Hackney kindly offers all Skinner's Academy staff a 15% discount on food and drinks upon presentation of their staff ID card.



## London Borough of Hackney School Staff Offers

All employees of London Borough of Hackney schools can register for the borough's savings and discounts scheme where employees can enjoy 100's of offers on big name brands such as BT Broadband and supermarket digital gift cards. Employees can register for free using their school email address and Scheme ID Number.

# Job Profile



## **POST: Data Manager**

**GRADE:** Scale PO2 (Spine Point Range 36 - 38)  
£44,175 - £46,320

**HOURS:** Full-Time (52 weeks per year)

**RESPONSIBLE TO:** Assistant Principal

### **PRINCIPAL ACCOUNTABILITIES:**

- To be responsible for the management, administration and maintenance of the SIMS student management systems and processes within the Academy
- To be responsible for the management, administration and maintenance of pupil assessment data
- To be responsible for the management of teacher cover arrangements

### **Main Activities and Responsibilities**

The duties outlined in this job may be modified by the Principal to reflect or anticipate changes in the role commensurate with the salary and job title.

- Pupil Assessment and analysis of data
- Support for data relating to examinations, both entries and results
- School Timetable and Curriculum management
- Maintenance of student records
- System Management
- Whole school data management
- Management of Cover arrangements

## **1. Pupil Assessment and Analysis of Data**

- Creation and analysis of internal student assessment data
- Support Senior Leadership Team, Heads of Year and Middle Managers in developing and analysing student progress data as per the Academy calendar
- Sourcing and importing Key stage 2 & Key stage 3 results into SIMS (including for casual admissions)
- Producing Assessment templates for staff entries
- Producing half-termly assessment reports for pupil progress tracking.
- Preparing data for departmental self-evaluation, review and target settings processes.

- Producing statistical returns and exporting data as required for public bodies
- Producing all statistical information and analysis of both pupils and staff for various audiences
- Setting targets for students under guidance of SLT

## **2. Examinations**

- Working with Examinations Officer ensuring accuracy of both entries and amendments.
- Supporting the Examinations Officer to ensure the efficient administration of external examinations including the analysis of student performances
- Supporting Examinations Officer in identifying rooming and staff availabilities

## **3. School Timetable and Curriculum Management**

- Setting-up new dataset before timetabling process is commenced
- Running the year end process to upgrade existing teaching groups in SIMS
- Installing and configuring SIMS to the requirements of the timetable
- Working with SLT to create necessary blockings for different Key stages (i.e. Key stage 3, 4, & 5)
- Creation of teaching groups
- Population of pupil, staff, rooms, non-contact time and TA's
- Mid-term admissions timetable maintenance for both staff and pupils

## **4. Maintenance of Student Records**

- Ensuring all student records are accurate and up to date in line with pupil census guidelines
- Working closely with Admissions Officer to ensure that data is entered in a standardised manner and providing support and training as necessary
- Generating and checking Pupil Census report and dealing with any errors
- Working closely with Admissions Officer in managing FSM entitlement updating on regular basis

# Job Profile



- Overseeing on/off roll process and ensuring that all school and legal requirements are met, such as generating CTF's and updating attendance data
- Downloading CTF's for all admissions and mid-term admissions
- Working closely with Attendance Officer in setting up attendance calendar on SIMS at the start of each Academic Year
- Be responsible for checking attendance data for completeness prior to the submission of Pupil Census and assisting the Attendance Officer in resolving issues.

## 5. Whole School Data Management

- Liaising with SIMS to resolve any technical issues
- Ensure the completion of the relevant statistical data to external bodies, this will include but is not limited to: Annual Workforce Census, Pupil Census, Forvus, Raise Online

## 6. Management of Cover Arrangements

Managing the day to day cover rota, co-ordinating teachers' schedules and assigning cover duty both internally and externally.

Supervising cover staff and making sourcing decisions on day to day supply staff in order to maintain a high level of service to the Academy.

Liaising with agencies to reduce costs.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. They may be required to do other duties appropriate to the level of the role, as directed by the Principal.

## Key Organisational Objectives

The Postholder will contribute to the Academy's objectives in service delivery by:

- Working with pupils and their families
- Working with the Senior Leadership Team, Heads of School, Heads of Year, Head of Student Services, Advisers, subject staff, Curriculum Leads, administrative staff, SEN and Behaviour Team

departments

- Working with external agencies such as Social Care, Police, Young Hackney, CAMHS, Alternative Provision providers
- Monitoring how vulnerable pupils are and using a number of strategies to address the needs of the pupils
- Taking part in meetings as directed by the Senior Leadership Team and the Head of Student Services
- To support the Academy's vision of pastoral support and Behaviour for Learning
- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the Academy's Equalities policies, demonstrating commitment and contribution to improving standards for students as appropriate
- Attend staff meetings
- Participate in staff training and development
- Develop links with Governors, LEAs and neighbouring schools/Academies
- Adopting Client Care and Quality Assurance initiatives
- Contributing to the maintenance of a caring and stimulating environment for young people
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

# Job Profile



## Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body

## Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children, candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Academy to ascertain details from the Disclosure and Barring Service (DBS) regarding any convictions against them and, as appropriate the nature of such convictions.

## Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

# Person Specification



Qualifications	Essential	Desirable
Educated to degree level.		✓
Experience	Essential	Desirable
Experience of using Microsoft Office Suite	✓	
Evidence of managing MIS systems for reporting to management and other stakeholders	✓	
Experience of using Email/Internet	✓	
Experience of using Microsoft Excel and use of formulas to interrogate data	✓	
Experience of using SIMS or similar database	✓	
General office experience, including answering phones, providing a reception service and dealing with a range of administrative tasks at the same time.	✓	
Experience of dealing effectively with the general public	✓	
Experience of setting up and running a range of administrative systems	✓	
Skills - Personal	Essential	Desirable
Must be well organised	✓	
Must be well presented	✓	
Excellent communication skills in writing and orally at all levels	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to take accurate messages, follow up where necessary	✓	
Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc and maintain good working relationships	✓	
Ability to accurately input information on a database	✓	
Flexible and willing to contribute to the success of the team	✓	
Skills - Administrative	Essential	Desirable
Experience of using, setting up, maintaining and developing administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Being a first point of contact for directing calls/ giving relevant information effectively	✓	

# Person Specification



Skills – Relations	Essential	Desirable
Have excellent interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
Ability to work some evenings		✓

Skills – IT Skills	Essential	Desirable
Fast and accurate keyboard skills	✓	
Word processing and typing skills		✓
Good understanding of databases		✓



# Explanatory Notes



## Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- Candidates should be aware that all posts within the Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- The Trust will undertake all checks in line with safer recruitment as outlined in Keeping Children Safe in Education.

## Interview Process

On the advert has closed, shortlisting will take place, and candidates will be invited to interview.



## Conditional Offer: Pre Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of Right to Work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Verification of Professional Status (where relevant)
- Satisfactory Online Check
- Where the candidate has worked abroad or been a resident overseas in the previous five years, such checks and confirmation as required in accordance with statutory guidance.

## How to apply?

The closing date for applications is **Monday 2<sup>nd</sup> March 2026 at 9am** with interviews commencing in the week beginning **Monday 2<sup>nd</sup> March 2026**.

Further information about the role and an application form can be found on our [TES page](#)

For more information about this position, or to have a confidential discussion about the role, please contact [recruitment@skinnersacademy.org.uk](mailto:recruitment@skinnersacademy.org.uk).

**We look forward to hearing from you**

We reserve the right to withdraw from this recruitment process at any given point.





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