

# Data Manager

Data Manager

Salary: competitive

Contract: Full time, Permanent

Start Date: September 2023

Firstly, thank you for your interest in becoming part of ATAM Academy. As our school grows each year, we continue to build a team of committed teaching and non teaching professionals. As such, we are looking for a new member of our administration team to support the smooth running of the academy. This is a new role and will involve collating, interpreting, analysing and presenting accurate data on pupil attainment and progress to SLT, middle leaders and the Trust to support the timely and intelligent use of data to drive school improvement. This post will report directly to the Senior Vice Principal - Head of secondary and work closely with the Office Manager, administration team, attendance and admissions officer and wider school staff, both teaching and non teaching.

Atam is an expanding school that works with a fabulous community of learners, parents and stakeholders.

ATAM Academy is part of the Khalsa Academies Trust and is our first “*all-through*” school. KAT is a Multi Academy Trust with 1 other secondary school based in Wolverhampton.

We are seeking a motivated, inspirational self-starter who has proven examination and data management experience and can demonstrate impact in their career to date. The successful

candidate will have a passion for delivering outputs in a timely and professional manner, demonstrating drive, commitment and creativity to support us in providing the best possible opportunities for our pupils throughout their school life. If appointed you will have the opportunity to contribute to a professional and developing administrative team as well as a school that is on a rapid journey of improvement.

Atam Academy is an all-through Free School which opened in September 2016. In September 2023 our pupils move into Year 11 as we work towards our first set of GCSE outcomes. Over the following two years we will open and grow our post 16 provision until September 2025 when we will be fully open with approximately 1250 pupils from nursery to Year 13. This is an exciting time to join a professional and determined staff team who have made rapid improvements over the current academic year.

The Job Description and Person Specification are attached with this advertisement.

### **How to Apply**

Please complete an Atam Academy application form including a letter of interest stating clearly why you are the ideal candidate for this role and examples of how you meet the person specification (maximum two pages). Please send completed application forms and your letter of interest to Prabhjot Ubi, PA to the Principal [hr@atamacademy.com](mailto:hr@atamacademy.com)

Closing time and date for applications is 09.00 on Monday 25th September 2023

Interview Day: w/c 25th September

For any questions regarding the vacancy or a visit to the academy please contact Prabhjot Ubi, PA to the Principal [hr@atamacademy.com](mailto:hr@atamacademy.com)

Thank you again for your interest in this post and I look forward to receiving your application.

Chris Steed

Principal - ATAM Academy