Orbis Education Trust

Kingsthorpe College



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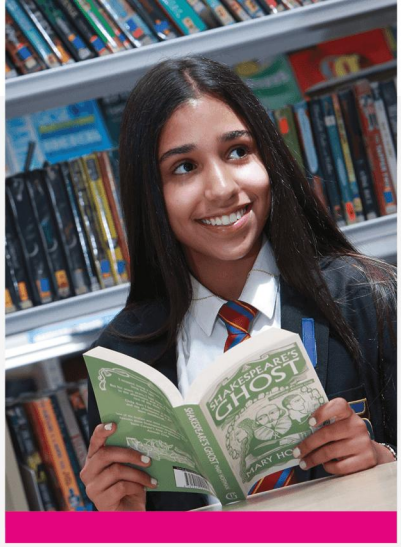
Orbis Education Trust

Data Management Coordinator

RECRUITMENT PACK

November 2026





About

Orbis Education Trust

Orbis Education Trust was founded in September 2021 and comprises of:

- ✓ **Southfield School**, 11-18 years of age, single sex (mixed sixth form), 1,200 place secondary school (Ofsted rating – Good, with outstanding features (April 23).
- ✓ **Kingsthorpe College**, 11-18 years of age, mixed sex, 1,500 place secondary school (Ofsted rating – Good, December 2019).
- ✓ **Hunsbury Park Primary School**, 4 – 11 years of age, 351 pupils (Ofsted rating – Good, September 2022).
- ✓ **The Hawksmoor Learning Trust** (THLT or Hawksmoor), a Trust of 4 schools based in South Northants which comprises of **Bracken Leas Primary School, The Radstone Primary School** in Brackley along with **Nicholas Hawksmoor Primary School and Marie Weller Primary School** in Towcester.
- ✓ **Hanwood Park School**, a 900 place secondary school, will soon join the Orbis family.

Our mission is:

'To provide world-class education and extra-curricular activities, that empower every student to achieve their full potential. Through collaboration and innovation, we strive to create a learning environment that is inclusive, supportive, and challenging, and that inspires students to pursue their interests and passions.'

We are committed to closing the 'enrichment gap' and providing all students with a wider education to develop their life skills. In our schools we have Combined Cadet Force (CCF) contingents (Royal Navy and Army), and extensive Duke of Edinburgh award programmes along with a broad enrichment offer.

We understand that every child is different and, therefore, encourage a culture of collaboration that embraces the views of pupils, parents/carers, staff and trustees. It is important that all stakeholders feel an integral part of the Orbis family.

As a Trust, we are dedicated to working together to share best practices and resources and providing our students with a diverse range of opportunities that prepare them for success in whatever path they choose to follow.

Staff Wellbeing







We truly believe that our staff are our greatest asset. We start from a position of professional trust and empower our staff to be the best they can within their roles. We know our staff want to deliver the best possible experience and outcomes for our students and we see it as our duty to make sure the training, wellbeing and motivation we provide to our staff allows this.

We continuously review our benefits package to balance the importance of career satisfaction, development and achieving a balanced approach to work and personal time and commitments.

Professional development is at the core of any profession. We ensure that staff have every opportunity to develop their teaching throughout their career. Our schools have a professional learning afternoon each week that enables staff to focus upon up to date, research led and relevant Continuous Professional Development.

Staff Benefits







What we offer:

- ✓ A competitive salary;
- ✓ Healthcare scheme for staff members and their families;
- ✓ One early or late finish per fortnight for teaching staff;
- ✓ Automatic progression through pay points;
- ✓ Extensive Continuous Professional Development;
- ✓ An in-house Leadership Development Programme;
- ✓ Career progression opportunities, we will always recruit internally where possible;
- ✓ Competitive pension;
- ✓ Generous paid holiday entitlement (support staff)
- ✓ Opportunities for flexible working Including a nine day fortnight;
- ✓ Free parking;
- ✓ A staff wellbeing day during term time;
- ✓ Cycle to Work Scheme;
- ✓ Discounts on holidays and retailers;
- ✓ Collection and delivery of dry cleaning.
- ✓ Long service awards and social events;



Job Details

POST OF:	Data Management Coordinator
AT:	Orbis Education Trust, Kingsthorpe College
SUMMARY OF ROLE:	To manage our data systems and provide processed data to leaders
COMMENCEMENT:	ASAP
CONTRACT TYPE:	Permanent, 37 Hours p/w: 8.30am – 4.30pm (Monday – Thursday) 8.30am – 4.00pm (Friday), with a 30 Minute unpaid lunch break each day. 205 days per year (188 days term time plus 17 days to be worked in the school holidays including download and results days)
SALARY:	Orbis Pay scale 18-21, £30,252 to £32,316 (FTE); Actual Pro- Rata Salary including holiday pay is £27,609.99 - £29,493.74 per annum.





Kingsthorpe College

Joining

Kingsthorpe College

There is a vibrancy and an energy across our college. We firmly believe that Kingsthorpe College is successful because we work so well with each other

At Kingsthorpe College, we are passionate about providing opportunities for all our students to achieve artistic, athletic and academic excellence. We very much believe that our role is to help develop successful learners, confident individuals, and responsible citizens. In addition to ensuring that all our young people achieve their potential in these areas, there is also a genuine commitment to respect for individuals which is demonstrated in the daily life of the College.

High quality relationships are at the heart of everything that we do. We want our young people to be happy, confident, curious, and resilient learners. We know that this can only happen if relationships are built on trust and mutual respect. We believe that when young people feel safe and secure, everything is possible, and we promise to do our utmost to make sure that we unlock the potential in everyone.

All we can ask from our students is that they do their best, and we value hard work, determination, and thoughtfulness. We are proud of the extracurricular provision that we can offer, and we work hard to give our students plenty of opportunities to develop their confidence and creativity – both in and out of lessons.

We believe in clarity of communication, and the power of feedback. We always welcome open and honest dialogue between all those involved in and with the College. We are excited and optimistic about what the future holds for the young people and community which we serve.

Our Values and Ethos are:

Aspiration, Responsibility, Respect and Care

- To significantly stretch the performance and achievement of every student.
- To provide an exciting curriculum that makes learning enjoyable.
- To develop in each student a positive self-image and sense of worth.
- To promote high aspirations and high expectations.
- To develop respect for, and the recognition of, the needs of others.
- To enable each student to make informed decisions and exercise their rights and responsibilities.

To achieve all of this we will:

- Work in close partnership with students and their families.
- Engage effectively with other services in meeting all students' needs.
- Sustain an ordered community where expectations are consistently applied.
- Encourage students to take responsibility and develop leadership skills by working with each other.
- Promote enrichment activities which build on the curriculum and develop personal qualities.

Data Management Coordinator







The Data Management Co-ordinator will be responsible for the curation and analysis of data across the school, overseeing the storage of data and the use of information within the establishment.

Working alongside the Assistant Headteacher, the Data Management Co-ordinator will design and develop data collection and analysis.

The role will involve being responsible for ensuring that routines, systems, and procedures are in place to support the College effectively in carrying out all aspects of their work to the highest possible standards.

The successful candidate will need to be very familiar with the assessment modules of Arbor as well as SISRA. They will also need to be equally adept at using other data management software such as Excel.

The Data Management Co-ordinator will need to be in school on both Year 13 and Year 11 download days to access the results and put them into SISRA as well as process the data for the Headteacher. The successful candidate will also need to be in on both results day to provide data for SLT and subject leaders as well as support with students receiving results.

Why join us:
We invest in and support our aspirant and highly skilled staff, making it easy to access opportunities for continued professional development
Our safe and nurturing environment enables staff to thrive
We are a collaborative team working across the school and with wider Trust colleagues – sharing ideas, spreading best practice, supporting and challenging, and bringing out our very best

To apply for this role, please visit https://mynewterm.com/jobs/138932/EDV-2026-KC-03056

Closing date for applications is at 9.00am, Monday 23 November 2026.
Interview date: Friday, 27 November 2026.
If this role attracts sufficient interest before closing date, we may decide to interview this vacancy at an earlier date, so an early application is advised. If you want more info about the role, please contact us at recruitment@orbismat.com or 01604 716106.

We recognise that candidates may choose to use artificial intelligence (AI) tools when preparing their application. The Trust does not prohibit the use of AI; however, any use must be appropriate and must not undermine the principles of safer recruitment, as set out in Keeping Children Safe in Education (Part 3). Applications must be an honest and accurate reflection of your own experience, skills, values, and suitability to work with children and young people.
Our recruitment processes are designed to assess personal suitability, integrity, and safeguarding understanding. Any inconsistencies between application information, references, and interview responses may be explored further. Providing misleading or misrepresented information may result in an application being withdrawn or an offer of employment being rescinded.

Orbis Education Trust is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undergo enhanced DBS clearance and appropriate checks in line with KCSIE and safer recruitment guidelines. The school is committed to Equal Opportunities in Employment.

Job Description

Purpose: As the Data Management Co-ordinator, you will be a key member of the team responsible for ensuring high standards of data integrity within school. Your reporting will provide meaningful insight into student learning and behaviour.
Contract type: Permanent, 37 Hours per week
Working Pattern: 8.30am – 4.30pm (Monday – Thursday) 8.30am – 4.00pm (Friday) - with a 30 Minute unpaid lunch break each day. 205 days per year (188 days term time plus 17 days to be worked in the school holidays including download and results days)
Salary: Orbis Pay scale 18-21, £30,252 to £32,316 (FTE);
Actual Pro- Rata Salary including holiday pay is £27,609.99 - £29,493.74 per annum

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Main duties and responsibilities:
Maintain student data within the school using SISRA, Arbor and other systems to support Teaching and Learning by interpreting and analysing trends and fluctuations in performance to appropriate colleagues.

Data:
- To instigate and manage the college's assessment calendar. To manage the timely and accurate entry and processing of data relating to students including personal details, achievement, attainment, behaviour, demographics and other areas required by the school.
- Generate GCSE targets for all admissions using KS2 data, GL Assessment and FFT
- Create and maintain Arbor templates and marksheets.
- Update Course Manager with new teaching staff to allow access to mark sheets.
- Support in the management of student enrolments
- Coordinate the collation of data for Ofsted and other inspections or reviews.
- Take responsibility for the schools DFE Gateway account, setting up users and submitting other statutory returns as required by the government.
- To manage the production of student reports, progress reviews and target setting.
- Liaise with senior staff, including Heads of Year, Subject Leaders, and the Leadership Team over the co- ordination of assessment and behaviour information.
- Manage third party systems used across the school, such as Class Charts, Accelerated Reader, GL Assessments.
- Maintain SISRA database, identifying individual students current working levels and end of key stage targets.
- Preparation of data for statutory returns and manage the census returns and provide academic or personal reports from the database as required.
- Supporting in the options process by identifying students for appropriate courses.

Reporting:
- Create bespoke reports for staff and external stakeholders.
- Upload termly data capture and mock exam results to SISRA.
- To collate, monitor and analyse data as required and provide comprehensive information and reporting assistance on a timely basis to SLT and other stakeholders.
- Analyse and report on all aspects of student performance
- Ensure the student reporting system is operated effectively and student reports delivered on time.

Results and Post-Results:
- Work closely with the exams team to ensure key stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post results services
- Plan, prepare for and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules.

Additional Duties:

- Take responsibility for the accuracy, confidentiality and security of all data handled and processed within this role.
- Take responsibility for all areas of data input, output and integrity within Arbor system, including student and staff details.
- Ensure the integrity of all data held in school
- Ensure data is input in a consistent and accurate manner onto all data systems
- Develop and maintain data protocols
- Data Protection
- Copyright
- Develop effective housekeeping procedures
- Keep abreast of current updates within the school.
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Maintain manual and computerised records and management information systems, producing accurate lists or data as required by colleagues or compliance bodies
- Support various projects to meet the needs of the school in order to achieve project goals and assist the effectiveness of the department.

General Responsibilities:

- To ensure that Learning Directors or SLT are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- To be fully aware and understand the duties and responsibilities pertaining to the Keeping Children Safe In Education (KCSIE) in relation to child protection and safeguarding children and young people.
- To be aware of the principles of safeguarding as they apply to vulnerable adults.
- To be aware of and support difference and ensure equal opportunities for all.
- To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
- To engage actively with the performance review process and take responsibility for own development.
- To undertake any other administrative duties in the school if directed and to comply with any reasonable request from the Learning Director or SLT to undertake work of a similar level.
- Other duties in support of the College as decided by the Headteacher within the scope of this post.

Professional Development and Conduct

- Display appropriate conduct and behaviour towards students and other members of staff, including a commitment to equal opportunities.
- Undertake relevant training that will enhance your role within the College.

These above-mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the school.

It is the practice of this College to examine Job Descriptions and to update them to ensure that they relate to the jobs as they are being performed or to incorporate whatever changes are being proposed. It is the College's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to direct change to your Job Description after consultation with you.

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment.

Person Specification

Attributes	Essential	Desirable
Qualifications and Experience	• GCSE Maths and English Grade 4/C or above • The right to work in the UK	'Educated to degree level Educated to A Level standard (Maths & English or equivalent)
Knowledge	• Basic knowledge of Microsoft Packages and operating systems	Knowledge of Arbor or similar Management Information System
Skills and Abilities	• Experience of working in an office and/or data driven environment • High level of IT skills • Good analytical and numerical ability • Excellent written and oral communication • Ability to prioritise work and meet deadlines • Good organisational skills • Able to follow instructions • Able to work on own initiative • Able to work constructively as part of a team, understanding school rules and responsibilities • Ability to use discretion and understand the importance of confidentiality	Experience of compliance with the requirements of regulatory bodies Significant experience in school(s) Knowledge or understanding of secondary school procedures Knowledge of examinations regulations or procedures
Personal Characteristics	• An ability to work confidently under pressure • A commitment to participate in further training and development opportunities • Flexibility and willingness to accept change • Willingness to share expertise, knowledge and experience • Maintain confidentiality in matters relating to the school, its pupils, parents and carers • Ability to prioritise conflicting demands and pressures	



Attributes	Essential	Desirable
Communication	• Ability to communicate effectively to a wide range of different audiences, both orally and in writing, including the ability to promote the College	
Relationships	• An ability to establish good working relationships with staff and other stakeholders and to form and maintain appropriate relationships and personal boundaries with students • Ability to work constructively as part of a team • Demonstrate good co-operative, interpersonal and listening skills • Approachable, courteous and able to present a positive image of the college to callers and visitors • Ability to be a representative of the college	
Equal Opportunities	• An understanding of issues regarding equal opportunities for all	Examples of good practice from experience
Appearance	• Accept the College dress code and dress professionally in accordance with the culture of the organisation	
Criminal Record Check	• Provide information to process full Disclosure Barring Service disclosure.	