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APPLY

Data Analyst

37 hours per week/39 weeks per year

Scale S02, Point 26 to 28 - £35,136 to £36,778) Pro-rata & (FTE £40,182 to £42,060)

Haydon is a large, friendly and creative school in North West London. We have been judged as good by OFSTED.

The Role:

The Data Analyst will be responsible for the effective management, integrity and use of student, assessment and performance data across the school and sixth form. The role supports teaching and learning, accountability, reporting and statutory requirements by ensuring accurate, timely and meaningful data is available to staff, students, parents and external agencies.

The post holder will lead on assessment systems using our MIS system currently: Bromcom, data reporting cycles, target setting, performance tracking, examination-related data processes, and the maintenance of linked systems including HayNet (in-house developed), Google Workspace and external performance software such as SMID and FFT.

- Set up, maintain and update assessment marksheet templates using MIS (Bromcom) for all year groups and subjects.
- Work closely with Heads of Year, Heads of Department and Senior Leaders to design and refine marksheets, broadsheets and reporting structures.
- Manage termly data drops, including:
 - Monitoring and chasing completion of marksheets.
 - Locking completed columns and preparing subsequent data collection points.

About you:

At Haydon School, we really value people who work well in a team, are self-starters, enthusiastic, flexible and have a can do attitude.

Requirements:

- Excellent communication and interpersonal skills
- High personal and professional standards
- Able to work independently.
- Adaptable, reliable and organised.

How to apply:

Please click on 'Click Here To Apply' button for our application form.

Applications and covering letter should be sent to: hr@haydonschool.com by 03.00 p.m. Friday 06 February 2026.

Please note: CVs will not be accepted. We reserve the right to interview on application.

More info:

If you would like to discuss the post or require further information, please contact Beyhan Ercan: beyhan@haydonschool.com

Achieving individual excellence
in a caring community