

School Data & Timetable Manager

Summer term 8th April 2024 onwards. A full handover will be provided. An earlier start would be considered for an exceptional candidate.

Full time, 37 hours per week, 40 weeks a year to include term time and 4 specific days in August for attendance in the lead up to and including GCSE and A level exam result day

Full time equivalent salary range: £35,745 - £ 41,418 per annum

Actual salary range: £31,398 - £36,381 per annum

This is a fantastic opportunity to join our successful Data and Exams team.

The Data Manager's main role is to lead, manage and develop on the school's performance data, inclusive of progress, achievement and behaviour and to oversee the production of all student reports, including the management of arrangements for their scheduled release to parents. The postholder will manage the analysis of data and assessment through the use of our MIS systems which currently include SIMS and SISRA, and work alongside the Deputy Headteacher to create the school timetable.

We are looking for someone who has proven experience in data management and timetabling/scheduling, preferably in an educational setting. The role involves producing accurate reports for all students and supporting staff in developing and analysing student progress data, so you will be strongly proficient in using data management systems and software, have excellent attention to detail with outstanding organisational and time management skills. You will be familiar with relevant data protection regulations and have good communication and collaboration skills with the proven ability to work independently and prioritise tasks within clear deadlines.

You will be joining us at a very exciting time. We will be adding a sixth form to our educational provision in 2024. This brings with it numerous opportunities for continued development. The successful candidate will have access to a range of CPD opportunities and qualifications.

In return for everything you can bring, we can offer you:

- The opportunity to be part of our supportive and inclusive Light Hall family;
- Opportunities for further development in your role and progression;
- Induction, training and ongoing CPD opportunities to further support your development, as well as a range of staff benefits including local government pension with generous employer contribution and free employee wellbeing services such as free physiotherapy and chiropractor sessions, GP consultations for staff and their children 24 hours a day, 7 days a week worldwide and flu jabs.

You can find out more about this role by:

- visiting our school website www.lighthall.co.uk to download a candidate pack and application form.
- visiting the school – to arrange a visit, please contact Anna Williams, HR, Cover and Office Manager on 0121 746 5060 or email awilliams@lighthall.co.uk (please note the school will be closed from 12.30pm on 22 December 2023 and it will reopen on 8 January 2024).

Closing date: 9.00am on Wednesday 17 January 2024

We look forward to hearing from you.



Light Hall School is committed to safeguarding the welfare of all children and young people and expects its staff to share this commitment. An enhanced DBS check is required for all successful candidates.