

**JOB TITLE: DATA MANAGER FOR REIGATE ST MARY'S SCHOOL
AND CHINTHURST SCHOOL**

**REIGATE GRAMMAR SCHOOL GROUP
JUNIOR SCHOOLS
INFORMATION FOR CANDIDATES**

Role commences: **June 2025**



CHINTHURST
PREPARATORY SCHOOL



MICKLEFIELD
SCHOOL



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

REIGATE GRAMMAR SCHOOL JUNIOR SCHOOLS

Reigate Grammar School was founded in 1675 and for 350 years, young people have been educated on the same site, in the heart of Reigate.

Over the years, the Reigate Grammar School Group has grown and is currently made up of four coeducational day schools in Surrey (a senior school and three junior schools) and an expanding portfolio of schools internationally.



Reigate Grammar School (RGS) for ages 11 to 18 years –

RGS is a leading independent day school, part of the Headmasters' and Headmistresses' Conference (HMC), offering a broad and balanced education to over 1,050 students.

The school emphasises academic excellence alongside the arts, sports, and extracurricular activities. The House system fosters teamwork, leadership, and personal growth. The elective curriculum allows students to explore subjects beyond the core, and it has been recognised as a global pioneer in High Performance Learning, promoting intellectual freedom and innovative pedagogy.

Academic outcomes are outstanding, with 90% of GCSE grades at 9-7 and 97% of A-Level grades at A*-B in 2024. RGS students progress to top universities, including Oxbridge and Russell Group institutions. The school has earned numerous accolades, including The Sunday Times' Independent Secondary School of the Year for 2025.

Shaun Fenton, Headmaster, acknowledged as one of the outstanding educational leaders in this country, was elected Chairman of HMC in 2018-2019 and most recently awarded an OBE by Her Majesty the Queen for Services to Education.

Reigate St Mary's Preparatory and Choir School (RSM)

for ages 2 ½ to 11 years – RSM was founded in 1950 to educate choirboys from St Mary's Church in Reigate. It became a junior school of RGS in 2003 and is set on a 15-acre site close by which features modern facilities, playing fields, nature areas, and a Forest School.

Typically, 80- 90% of its 400 pupils move on to RGS, while others attend top senior schools. The school fosters a warm and caring environment, encouraging children to develop confidence, resilience, and creativity.

With a growth mindset approach, RSM emphasises Education for Social Responsibility (ESR) and sustainability. They were a 2024 finalist for an Excellence in Sustainability award in recognition of this.

RSM prioritises investment in technology, with an IT Lab, Mac Suite, and a Lego robotics team that has been a UK finalist in worldwide competitions. The school offers extensive sports facilities, over 70 extracurricular clubs, and a strong performing arts programme, with numerous productions, music ensembles, and community performances.

The thriving Early Years and Lower School classes were shortlisted for Independent Pre-Prep of the Year in 2024.

Chinthurst School, Tadworth for ages 2 ½ to 11 years –

founded in 1908, Chinthurst became a junior school of RGS in 2017. Based in Tadworth, close to Epsom, Banstead and Kingswood, the school educates around 300 children and typically, 60-70% progress to RGS, while others join top independent and state schools both locally and further afield.

Chinthurst provides a broad, enriching education in a nurturing and supportive environment, ensuring children feel happy, safe, and resilient. Its bespoke wellbeing programme, Wellbeing at Heart, equips pupils with skills to manage challenges and was recognised as a finalist for Independent School of the Year for Wellbeing in 2022.

Sport is a key aspect of school life, with pupils selecting sports based on interest rather than gender norms. This inclusive approach earned Chinthurst the Independent School of the Year for Sporting Achievement award in 2022. A strong extracurricular programme offers various clubs, from dance to martial arts.

The nursery and Lower School, shortlisted for Independent Pre-Prep of the Year 2024, focus on creative and outdoor learning, including STEAM, cookery, and forest skills. Music, drama, and art are also highly valued, with pupils excelling in LAMDA exams and winning international art competitions.

Micklefield School, Reigate for ages 2 ½ to 11 years -

founded in 1910 in Reigate, Micklefield moved to its current site on Somers Road (just two minutes from Reigate station) in 1925. Over the years, it has expanded to include a highly successful nursery, a large gym, outdoor play areas, and access to a five-acre sports field. The original buildings remain central, housing classrooms, an art and design studio, a science room, and a music suite. In June 2024, Micklefield became a junior school of RGS.

The school is built on values of Kindness, Respect, Resilience, and Responsibility, fostering a nurturing community. A broad curriculum encourages creativity, initiative, and engagement with the wider world. Sport plays a vital role, alongside a strong extracurricular programme featuring chess, LEGO programming, and current affairs. Micklefield's outstanding music, drama, and art provision earned it recognition as a Finalist for Independent School of the Year 2023.

Micklefield is committed to ensuring pupils move on to RGS or other top senior schools through a personalised approach focused on finding the right fit.

RGS, RSM, Chinthurst and Micklefield are rated Excellent in all areas by the ISI 2023.



JOB DESCRIPTION

Reigate St Mary's School and Chinthurst School require a Data Manager from June 2025 to work 5 days per week for 35 hours per week during term time, plus 20 working days (or five weeks) to be worked in the school holidays. The position will be based at Reigate St Mary's School in Reigate and at Chinthurst School in Tadworth.

Duties and Responsibilities:

- Maintenance, updates and development of the school's central database system iSAMS
- Maintaining accurate data
- Refining database systems
- Managing timetables
- Maintaining the parent portal
- Providing technical support to staff
- Liaising with iSAMS support
- Monitoring product updates
- Management of academic report cycles
- Production of bespoke academic reports and reports for data analysis using SSRS
- Author reporting solutions to support:
 - Tracking of academic progress of students
- Pastoral Teams
- Bursary Team
- Support existing software systems that link to school's data systems
- Support on-boarding of new systems that link to the school's data systems
- Assisting senior staff with tracking models and analysis of assessment data
- Producing and maintaining tools within Excel for tracking of data
- Liaison with staff to discuss reporting needs and develop these
- Maintain and develop existing reports
- Assisting Privacy Officers in Subject Access Request Data Searches and Analysis
- To undertake any other reasonable duties commensurate with the grading of the post

This list is not necessarily exhaustive, and the Data Manager will be expected to liaise closely with the Senior Leadership teams and other members of the Schools Admin teams and may be called upon to perform other tasks as directed by the Heads, senior staff and Admissions and Marketing Departments.

Person Specification:

This is a significant role within the school, and high quality applicants are sought.

Essential skills/qualities:

- Ability to handle sensitive information with a high level of confidentiality and discretion.
- Ability to remain calm under pressure
- Excellent interpersonal skills and self-awareness
- Ability to communicate complex ideas
- Ability to demonstrate technical procedures
- Flexibility in approach and adaptable to change
- A team approach to problem solving
- Attention to detail
- Ability to multi-task
- Ability to organise workload
- Experience in working in education would be desirable

Technical Skills: sound or a willingness to develop knowledge of:

- iSAMS MIS system
- MS Excel to an advanced level
- General SQL experience
- MS SQL Server Reporting Services
- Experience of MS Suite



FURTHER INFORMATION

TERMS AND CONDITIONS

- Term-time only, plus five weeks (or 20 days) in the school holidays, working 35 hours per week.
- The full time equivalent salary range for this role is £28,000 - £30,000 per annum.
- Non-teaching staff are remunerated according to our own salary scales. Salary will be commensurate with qualifications and experience.
- Employees are entitled to join the School's relevant workplace pension scheme.
- Lunch is provided free of charge.
- All staff have access to the school swimming pool and fitness room at RGS at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a **'Suitability to work with children: self-declaration form'**. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating

and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive

APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by **Friday 4 April 2025, 9.00am** at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if you could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resources and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231 hr@reigategrammar.org



SCHOOL LOCATIONS



Chinthurst School
52 Tadworth Street
Tadworth
Surrey
KT20 5QZ
01737 812011



Micklefield School
10 Somers road
Reigate
Surrey
RH2 9DU
01737 224212



Reigate St Mary's
Chart Lane
Reigate
Surrey
RH2 7RN
01737 244880



Reigate Grammar School
Reigate Road
Reigate
Surrey
RH2 0QS
01737 222231

