



EPSOM AND EWELL
HIGH SCHOOL

Data Manager

Application pack



Welcome to EPSOM AND EWELL HIGH SCHOOL

At Epsom and Ewell High School, we are proud to be a vibrant, ambitious, and values-driven community. Our mission is simple yet powerful: to empower future generations to thrive in tomorrow's world.

As Headteacher, I have been part of this exceptional school for over a decade, and I have seen first-hand the dedication, talent, and care that define both our staff and our students. EEHS is a place where kindness, respect, and high expectations shape everything we do, and where positive relationships create the foundation for success.

We are committed to equality, diversity, and inclusion, ensuring every pupil feels valued, confident, and inspired to be their authentic self. Our curriculum is built on three core pillars:

- Engage – Innovative teaching that sparks curiosity and ignites a love of learning.
- Empower – Equipping pupils with the skills, knowledge, and confidence to thrive.
- Excel – High expectations, pastoral care, and enrichment opportunities that prepare pupils for the future.

Our teaching is underpinned by evidence-based practice, including Rosenshine's Principles, ensuring every lesson is consistent, purposeful, and impactful. We believe this approach not only secures excellent academic outcomes but also helps pupils grow as confident, resilient, and adaptable individuals.

Just as we want our pupils to flourish, we are equally committed to creating the conditions for our staff to thrive. At EEHS, you will find a culture of collaboration, professional growth, and mutual support. We know that when teachers feel valued and empowered, pupils benefit most. If you are looking for a school where you can make a real difference – where innovation, ambition, and compassion go hand in hand – then Epsom and Ewell High School could be the perfect place for you to continue your journey.



A handwritten signature in black ink that reads 'A. Campbell'.

Aisleen Campbell
Headteacher



Why choose EPSOM AND EWELL and BET?



✓ Generous workplace pension

Local Government Pension Scheme for colleagues



✓ Condensed school year

We offer a condensed school year with a **two week half term** in October



✓ CPD & Recognition Policies

Defined career pathways, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



✓ Work-life balance

Flexible working where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



✓ Health and wellbeing support

24/7 online GP access, Employee Assistance Programme (EAP), free online fitness classes, free flu **vaccinations** and eye tests, **cycle to work** scheme and occupational sick pay



✓ Staff benefits platform

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



✓ Free parking

Free on-site parking is available at Epsom and Ewell High School





'Empowering future generations
to thrive in tomorrow's world.'

"The school provides a broad, balanced and bespoke curriculum. Leaders and staff have high ambitions for all pupils. Subject leaders have given careful thought to the order of the curriculum which builds on the work in the primary schools."

Comments from Ofsted Report

March 2022





Job description

ROLE INFORMATION

Job title: Data Manager

Location: Ewell, Surrey

Contract: Permanent, part-time

Hours: 35 hours per week (8am – 4pm Monday to Friday), 42 weeks per year (term time plus 5 weeks during school holidays)

Start Date: ASAP

Salary: PS7 – Actual salary £31218 (Full time equivalent £34,660)

Responsible to: School Business Leader and ultimately Headteacher

ROLE PURPOSE

Provide accurate and efficient management of the school's data systems and MIS, ensuring timely and reliable data. Deliver effective administrative, clerical, and front-line customer service support to families and visitors.





MAIN DUTIES AND RESPONSIBILITIES

- Ensure all data held by the school's Management Information System (MIS) is up-to-date and accurate. This includes managing and maintaining the pupil database, staff year-end processes, amendments to pupil timetables
- Carry out the pupil-related census and statutory returns, ensuring compliance with all relevant regulations and guidelines
- Manage and maintain assessment data to enable reports to parents, provide feedback to staff, and work with the appointed SLT lead to provide the required data
- Organise reporting processes, including the collection of data, ensuring all data is entered onto the relevant system, collating, and distributing school reports
- Be responsible for exporting and editing data from the school's Management Information System and the DfE's Secure Access website
- Ensure and manage the smooth transition of all data from one year to the next
- Take responsibility for sending out timely reminders to all teaching staff of the upcoming deadlines in the assessment calendar and checking and chasing up key student assessments from departments
- Ensure confidentiality and compliance with data protection and safeguarding requirements.

Office administration and support

- Provide effective administrative support to the Office Manager
- Assisting with arranging cover where a member of staff is absent by assigning an appropriate member of staff or contacting agencies to request cover supervisors.
- Process and facilitate school admissions ensuring the admission procedure runs smoothly and efficiently.
- Undertake general admin duties as required for the efficient function of the office team
- Provide cover for the school reception throughout the school day, especially during the peak periods or in the Receptionist's absence
- Provide admin support for school trips and events
- Use the school's communication and IT systems to provide and gather information needed for effective communication and the efficient operation of the school's reception
- Other administrative duties as required by the Senior Leadership Team





Person specification

ESSENTIAL REQUIREMENTS:

- An awareness, understanding and commitment to the protection and safeguarding of children
- Excellent organisational skills, particularly concerning data handling and the maintenance of records
- Excellent attention to detail and accuracy
- Time-management skills.
- Excellent communication and interpersonal skills.
- High level of confidentiality and professionalism.
- Competent IT skills
- Experience working in an office environment
- Willingness to work as part of a team
- Ability to work independently using own initiative and manage time effectively
- GCSE Grade A – C Mathematics and English, or equivalent qualifications

DESIRABLE SKILLS:

- Previous administrative experience within a school environment
- Experience of school software packages such as Arbor



PERSONAL QUALITIES

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.

YOUR APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **14th August 2026**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.





SAFEGUARDING

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

EQUAL OPPORTUNITIES

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

HEALTH AND SAFETY STATEMENT

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.





APPLICATION PROCESS



APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.

**If you would like to arrange a tour of the school, please contact:
Keighley Bennett – BennettK@eehs.surrey.sch.uk**

[Click to visit our website for more information](#)



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Bourne Education Trust

