



'For the sake of one child, I would have founded the Society'

St Madeleine Sophie Barat

Application pack for the post of

DATA MANAGER

Closing Date: 9.00am Monday 12th October 2026

Required from: As Soon As Possible



Sacred Heart High School
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WELCOME FROM THE HEADTEACHER

Thank you for expressing an interest in the post of Data Manager at our unique school.

Sacred Heart High School is an outstanding Catholic School in the trusteeship of the Society of the Sacred Heart and is part of a network of Sacred Heart schools worldwide.

Situated in historic buildings on a site with a 330 year tradition of contributing to the education of young women, we have stood the test of time, with a cherished history.

Sacred Heart High School was described by Ofsted as an 'exceptional school'. The Headteacher and senior leadership team, supported by the governors, drive a culture of continuous improvement and are highly ambitious for the pupils in their care.

What makes Sacred Heart schools distinctive is that everything we do is driven by the same five goals of Sacred Heart Education, as set out on Page 9.

We value intellect and our results (page 5), placing us in the top 3% nationally, speak for themselves, but Sacred Heart Education is about far more than that.

Sacred Heart Education is rooted in the importance of relationships; recognition of the individual; building social awareness and the importance of acting on it. Kindness and responsibility is at the heart of this, both towards one another and to others beyond our own community.

We educate to develop students' recognition of their own worth and to ensure that they leave school with a sense of their own responsibility to stand up for others. We prepare students to become positive role models, agents of change

and leaders who will transform the world we live in, for the betterment of all.

We value the diversity of our school community and take pride in the achievements of each and every student under our care, both in school and in the wider community.

We have talented leadership and staff across the school who work hard to ensure the students are well looked after, encouraged, nurtured and educated to prepare for their future lives. In turn we provide our staff with opportunities to develop to their full potential and prioritise their well-being.

We have many exciting challenges ahead, including a focus on High Performance Learning, further development of our Sixth Form and the creation of a new performing arts centre.

The Data Manager will be an inspiring and friendly individual. We seek someone with both empathy and drive to join a talented, creative and good natured team, to forward our ambitious development plan.

We hope that the information given in this application pack, along with the school's website and the website for the Society of the Sacred Heart (<https://rscjinternational.org/>) will help you discover something of the richness to be found in this inner city Catholic school, and I look forward to receiving your application.

Sharon O'Donovan, Headteacher



MISSION STATEMENT

Sacred Heart High School Hammersmith is an 11-18 girls' comprehensive school. The school was founded in 1893 by the Society of the Sacred Heart and has always sought to promote the education of women and academic excellence. Today we are a community of faith and learning, based on the Gospel of Jesus Christ, His values and teachings. We seek constantly to improve everything we do so that we can make a difference for the young women who will shape the society of the future.

Above all else, this community works together to bring one another to an awareness of the fullness and meaning of their life, rooted in the love of God.

We do this through

- Providing an excellent education which inspires a life-long love of learning;
- Respecting the uniqueness, worth and development of each individual, both as a learner and as a person called by God in dignity and faith;
- Offering a broad and balanced curriculum which meets the needs of each student;
- Challenging and supporting each other to achieve our full potential and to develop gifts and talents for the service of others;
- Recruiting excellent, committed and highly qualified staff who are valued and respected for their contribution and development as learners and educators;
- Building upon our partnership with parents, the Society of the Sacred Heart, governors, the Church and the local education authority;
- Strengthening and extending collaborative links with the international network of Sacred Heart schools and colleges, other learning institutions, including universities and the wider community;
- Creating a well-ordered, stimulating, and secure learning environment, which encourages personal growth in an atmosphere of wise freedom; and
- Making effective use of all our resources on behalf of the young people who come here.

EXAM RESULTS

GCSE 2025/26 Headline figures

<i>Provisional results based on first entry result, (not including discounted pupils)</i>	No. of	%
Pupils in Year 11 achieving 9-4 in English	177	91.7
Pupils in Year 11 achieving 9-5 in English	157	81.3
Pupils in Year 11 achieving 9-4 in mathematics	155	80.3
Pupils in Year 11 achieving 9-5 in mathematics	128	66.3
Pupils in Year 11 achieving 9-4 in English and mathematics	153	79.3
Pupils in Year 11 achieving 9-5 in English and mathematics	128	66.3
Pupils achieving the English Baccalaureate (based on grade 5 'standard passes')	75	38.9
English Baccalaureate average point score per student		5.26

GCSE Progress and Attainment Measures, 2025/26

GCSE Performance Measures	
Attainment 8 score	5.8
Progress 8 score	0.32

A-Level Results 2025/26

	2020	2021	2022	2023	2024	2025
A*	11	28	15	5	4	4
A*-A	37	68	32	20	28	28
A*-B	71	88	57	56	58	75
A*-E	100	100	99	97	99	154



HEAD GIRL TEAM 2026-2027

FROM THE HEART MESSAGE FROM OUR HEADGIRLS

The special nature of Sacred Heart extends beyond its role as a school. Sacred Heart is dedicated to encompassing families, staff and students within a community that ensures all aspects of the school are cared for.

The care that our school provides is carried out by the people who understand how special it is to be a part of the Sacred Heart community. This is encapsulated in the five goals: Active Faith, Intellect, Social Awareness, Community and Personal Growth. Through practicing these goals within ourselves and the wider school community, we are able to foster a school environment that is constantly developing the students into the best version of themselves.

Hard work and perseverance never go unnoticed and are often rewarded. Sacred Heart knows that it holds itself to high standards, so the fulfilment of these standards is always a reason for celebration and praise. Students within our school feel challenged and stimulated by the work given to them, which constantly encourages them to reach their potential. The open dialogue between students and teachers creates a trusting environment, which makes students feel understood and ready to engage with their academics fervently.

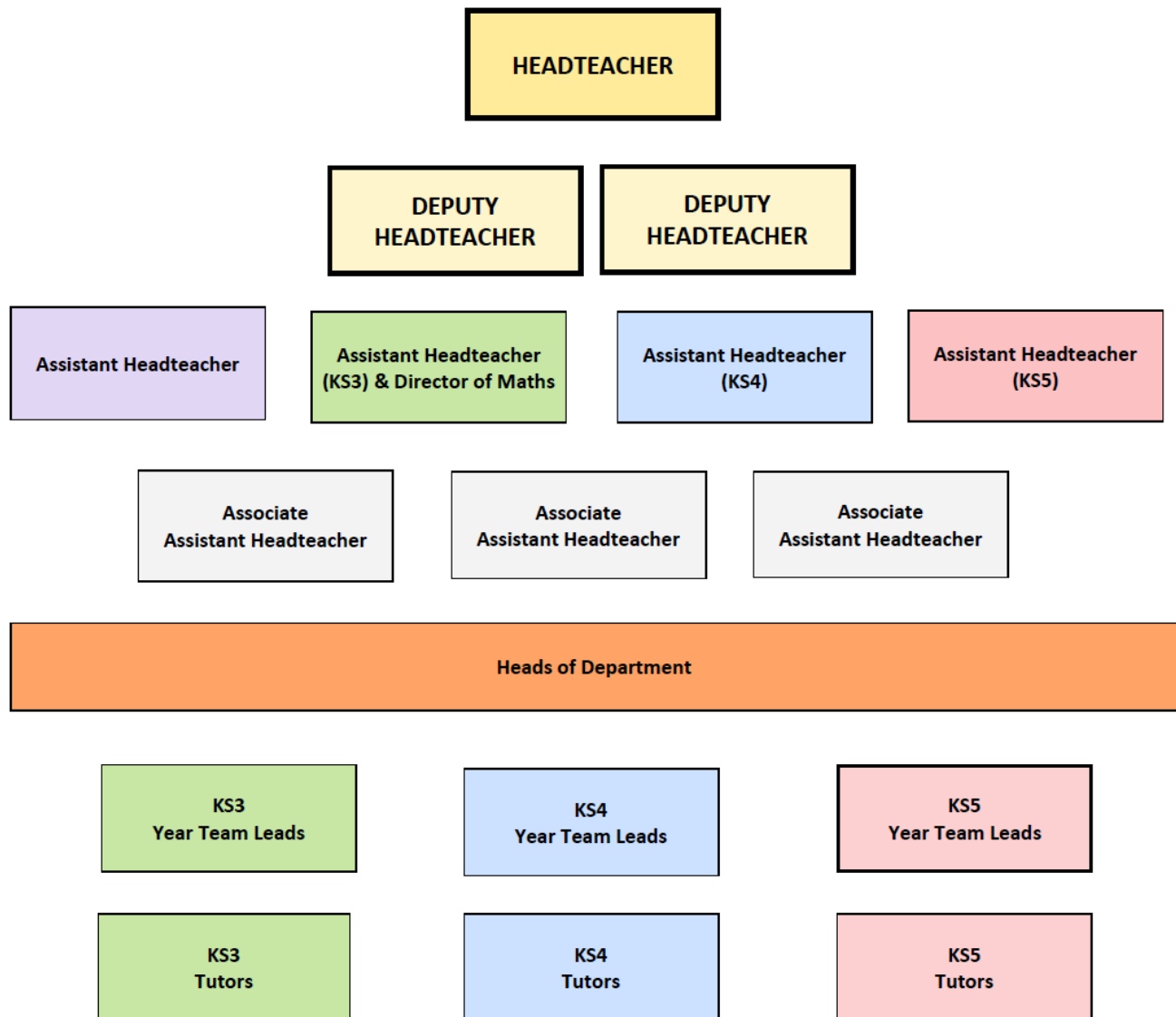
Sacred Heart is resolute in its mission to empower young girls to reach their goals, allowing for female empowerment and enabling girls to aim high without the interference and limitations that co-educational spaces of learning can sometimes bring.

The community and understanding that are built between teachers and students are so important for the success of our school. There is a collaborative and trusting relationship developed for the benefit of all. Teachers have helped us reach our full potential.

Sacred Heart has been able to cultivate us into the best versions of ourselves, and academic growth is only one aspect of this. There are immeasurable opportunities offered outside the classroom that allow for holistic development and the cultivation of the best students possible. These opportunities include debating, netball, football, rowing, Model United Nations and many more.

Ultimately, being a part of Sacred Heart is a privilege that we are deeply grateful. The sense of community, the encouragement to pursue excellence and the unwavering support of those around us have shaped us in ways that extend beyond our years at school. Sacred Heart has given us an education as well as the confidence, values and determination for us to succeed in our future endeavours.

STAFFING STRUCTURE



SACRED HEART SCHOOLS

The Society of the Sacred Heart's charism is based on the Heart of Jesus. Our foundress Saint Madeleine Sophie Barat desired nothing more than to share God's love with her students and to inspire them to share that love with the world. Her hope was for all to grasp fully the experience of being loved by God.

The school's logo epitomises this as it represents the heart of Christ, with a cross at the opening. It is an open heart that is welcoming to all, with the world at its centre, showing both our internationality and our desire to make a difference in the world.

Following what St Madeleine Sophie wanted, our aim is that the students of this Sacred Heart school recognise God's love and share it with others, making it a place where the attitudes of Jesus' Heart are lived.

OUR SACRED HEART EDUCATIONAL GOALS AND NETWORK

Sacred Heart Hammersmith is part of a network in England comprising five schools and a college. All were originally founded by the Society of the Sacred Heart.

There are two co-ordinators in the English network who support the schools and the college in the development and promotion of their distinctive Sacred Heart ethos.

Conferences and events are organised for school leaders, goals co-ordinators, chaplains, staff and pupils including a student leaders' conference and a bi-annual Heart Fest in which pupils from all schools come together.

The English network is part of a global network. There are Sacred Heart schools and universities in 31 countries across the world. The links with our global network give the Sacred Heart educator opportunities for professional development.

Our school chaplain, who is also the Goals Co-ordinator, supports the school to embrace the Sacred Heart ethos and charism; and embed the goals in the everyday life of the school.

THE GOALS

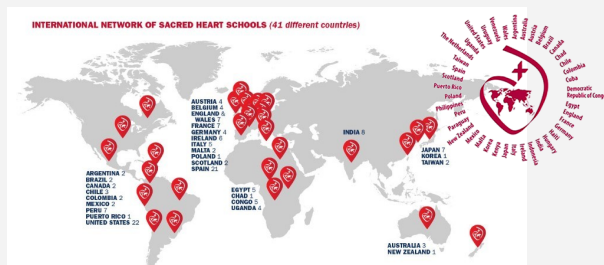
As part of an international network of schools, each school is committed to a set of principles shared by many Sacred Heart schools, known as the Goals. The five Goals of Sacred Heart Education outline the essential principles and values of Sacred Heart education.

They are based on the Sacred Heart philosophy of education: to educate the whole person as a member of society, confident of their personal worth and actively living out Christ's call to know and share His love.



The five goals used by schools in the Sacred Heart Network in England are:

- Goal I:** a personal and active faith in God.
- Goal II:** a deep respect for intellectual values.
- Goal III:** a social awareness which impels to action.
- Goal IV:** the building of community.
- Goal V:** personal growth.



JOB DESCRIPTION

DATA MANAGER, SACRED HEART HIGH SCHOOL

INTRODUCTION

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with canon law, the teachings of the Roman Catholic Church and the trust deed of the Society of the Sacred Heart. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment will be made under the terms of the Catholic Education Service contract signed with the board as employers. It is subject to the current conditions of service for teachers in Catholic Schools and other current education and employment legislation.

JOB DESCRIPTION

Responsible to the School Business Manager and Senior Leadership Team.

DATA MANAGER

- ◆ Keep under review, the current procedures for data management, develop and implement a school wide strategy for effective use of whole school data including the use of SIMS across the school year-on-year, covering all aspects of our current work: targets, assessments, individual pupil monitoring, reporting, admissions data, census etc.
- ◆ Work with relevant members of the Senior Leadership team, Heads of Departments, Pastoral teams and external bodies including the Local Authority and the Diocese
- ◆ Identify and develop the use of software packages to support the effective and efficient use of data by Middle Leaders and subject heads at all key stages.
- ◆ Where issues are occurring within the database, e.g. inaccuracies of student details, suggest and then implement strategic solutions to these
- ◆ Create, share and refine on an ongoing basis the data reports and analysis the school produces for governors, senior and middle leaders, teachers, the local authority, the Diocese and Ofsted
- ◆ Provide strategic support to middle and senior leaders on how to access and analyse data within SIMS and other software packages
- ◆ Be responsible for the input of targets, predictions and outcome grades for all pupils for all courses
- ◆ Refine and maintain the school reporting system. This includes the annual school report for every pupil and reports for each assessment period.
- ◆ Agree with line manager the production of school reports based upon an agreed calendar
- ◆ Work closely with the IT Team to continue the ongoing integration of the school's SIMS with other school software
- ◆ Stay abreast of changes in national policy relating to examinations and assessment, including changes to DfE Performance Tables and national headline measures of student outcomes at KS3, 4 and 5
- ◆ Track the progress of sub-groups of students (e.g. Pupil Premium, Looked After and Adopted Children, SEND) relative to national benchmarks and Fischer Family Trust data, and highlight the emergence of any gaps in a timely way to relevant staff
- ◆ Analyse and produce termly progress data information for Senior and Middle Leaders and others as required. Be familiar with and ensure compliance with all current legislative requirements, i.e. data protection, copyright and computer misuse etc., and advise staff, as appropriate
- ◆ Give support to the senior leader responsible for the timetable
- ◆ Lead professional development for new staff

JOB DESCRIPTION

DATA MANAGER, SACRED HEART HIGH SCHOOL

about the use of SIMS and whole school training

about new packages within SIMS

- ◆ Understand the implications of Government policies and educational trends and developments
- ◆ Be responsible for completing censuses and other statutory returns
- ◆ Support the admissions process including management of CTFs and student timetables
- ◆ Provide academic target data for students in KS3 and KS4 and KS5
- ◆ Analyse assessment, attendance and examination data for all students including vulnerable cohorts, alongside Leadership Group, to identify trends, patterns, risks and opportunities for improvement
- ◆ Present complex information in a clear and accessible format to a range of stakeholders including senior leaders, middle leaders including Assistant Heads of Sixth Form and teaching staff.
- ◆ Research and gather up-to-date information on data use and implementation at all levels to ensure data generated is the most appropriate
- ◆ Support the evaluation of school improvement initiatives through data-driven analysis.

PERSON SPECIFICATION

DATA MANAGER, SACRED HEART HIGH SCHOOL

Qualifications

- ◆ Qualified to work in the UK
- ◆ Strong academic background at GCSE/A-Level (or equivalent)
- ◆ Undergraduate degree (or equivalent) (Desirable)
- ◆ Permitted to work in the UK

Experience

- ◆ Previous experience or knowledge of the work of a Data Officer.
- ◆ Experience of data reporting.
- ◆ Extensive experience of SIMS, and other software packaged including ALPS
- ◆ Knowledge of other school IT systems including Nova T6 desirable
- ◆ Experience of being responsible for data reporting and analysis and data set management
- ◆ Experience of submitting Census and other statutory returns
- ◆ Prior knowledge of the organisation of external and internal examination administration systems and regulations
- ◆ Highly organised.
- ◆ Excellent IT skills, including MS Office and database programs.
- ◆ Experience of managing and maintaining data in a secure environment.
- ◆ Good time management skills and the ability to prioritise work

Skills

- ◆ Ability to plan and manage a demanding workload, and ability to prioritise to meet deadlines
- ◆ Handling competing priorities and tight deadlines
- ◆ Excellent communication skills, including experience of explaining complex data insights to different audiences
- ◆ Good research and statistical analysis skills
- ◆ The ability to understand and interpret legislation, and statutory requirements
- ◆ Work effectively as an individual and others
- ◆ Ability to plan, monitor, evaluate, review and lead by example
- ◆ Ability to display a high level of accuracy, attention to detail and a logical approach to problem solving
- ◆ Excellent interpersonal skills and the ability to manage and train other
- ◆ Confidence and clarity when addressing audiences of staff and students
- ◆ Ability to manage and develop a team of invigilators

Motivation

- ◆ Committed to working collaboratively with colleagues
- ◆ A commitment to the safeguarding and welfare of all pupils
- ◆ Supportive of the school's mission statement, vision and ethos

Attributes

- ◆ Self-motivated and ability to show initiative and multi task
- ◆ Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
- ◆ The ability to follow instructions accurately, but make sound judgements and lead when required

SUPPORTING INFORMATION

HOW TO APPLY

Completed application forms should be submitted via TES by 9.00am Monday 12th October 2026. CVs will not be accepted.

SELECTION PROCESS

Shortlisting will take place as and when applications come in and interviews will take place shortly after.

SALARY

An All Year Round full time salary on **Support Staff Pay Scale SO1 Pt 29 £40,232 to Pt 31 £42,123** dependent on experience will be provided. You will be paid on the 15th day of each month.

HOURS OF WORK

36 hours per week to be worked over the period Monday to Friday All Year Round. The exact times of attendance will be determined by the Headteacher.

PENSION

You may be eligible to join the Local Government Pension Scheme (LGPS). If you are already a member of the LGPS or another pension scheme you can apply for your pension to be transferred, you only have 12 months to do this. If you qualify a Pension contribution is deducted from your monthly pay depending on your annual salary.

MEDICAL CLEARANCE

Your appointment is subject to pre-employment medical clearance. If you are successful at interview you will be issued with a medical questionnaire that must be completed and returned before your appointment can be confirmed.

EQUAL OPPORTUNITIES

As an equal opportunities employer, we welcome applications from all sections of the community, including persons with disabilities.

TERMS AND CONDITIONS

The appointment will be conditional upon you satisfying the standard employment checks for a support staff including references, enhanced DBS, health checks, right to work in UK, etc.

QUERIES

We encourage candidates to look at our website <https://www.sacredhearthigh.org.uk/>

If you require further information please contact HRdept@sacredh.lbhf.sch.uk

We reserve the right to close this advertisement early if we receive a high number of suitable applicants.

