

# DATA MANAGER

## REIGATE GRAMMAR SCHOOL RIYADH

### INFORMATION FOR CANDIDATES

Role Commences August 2025

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## INTRODUCTION

Thank you for your interest in joining Reigate Grammar School Riyadh (RGSR).

This is an outstanding opportunity to assume a teaching role within our school, as well as to join our global family, with schools in the UK, China, and South East Asia.

Successful candidates will play an important role in the development and growth of RGSR as well as the wider group of RGS schools.

Located towards the East of Riyadh, RGSR opened in September 2022 and offers a British curriculum based on the expertise from Reigate Grammar School UK (RGS-UK). Links between RGS-UK and RGSR are strong and the two schools share the same ethos, teaching and learning philosophy, and student welfare model.

We welcome all staff who genuinely care about students, have the ability to inspire them on their learning journey, and who want to be involved in all aspects of school life.

We look forward to hearing from you.





## REIGATE GRAMMAR SCHOOL UK

Reigate Grammar School (RGS-UK) was founded by Alderman Henry Smith in 1675. For over 345 years, young people have been educated on the same site, in the heart of Reigate, a historic market town 15 miles south of the City of London. RGS is regarded as one of the leading co-educational schools in the UK offering the very best academic education with equal prominence placed on the arts, sport and a rich extra-curricular programme.

RGS-UK was awarded School of the Year by the Tatler in 2020 -21. In 2019 it received the prestigious UK Independent School of the Year award for Wellbeing and Pastoral Care, and in 2021 RGS was named School of the Year at the UK Social Mobility Awards. The school is a prominent HMC school and Headmaster, Shaun Fenton OBE, was the Chairman of HMC in 2018.

The first line of the school's most recent ISI report asserts that 'the quality of the students' achievements and learning is exceptional'. RGS' approach to teaching and learning melds expert subject knowledge with a modern, innovative approach to pedagogy with a judicious use of technology. Inspirational and personalised teaching and learning is at the centre of the vision and requires expert teachers. The school is one of a small number of world-class schools to have been a global pioneer in High Performance Learning (HPL), focusing on the development of global citizens, advanced performers and enterprising learners.

RGS-UK caters for over 1600 students in three schools from ages 2 to 18. Reigate Grammar School (11 - 18) the senior section, with Reigate St. Mary's and Reigate Chinthurst the junior schools.

"Central to our ethos is the belief that every child who receives a Reigate Grammar School education is on a journey with a noble purpose and will go on to make the world a better place"





## REIGATE GRAMMAR SCHOOL INTERNATIONAL

The Board of RGS has committed to the creation of a family of schools across the world and Reigate Grammar School International (RGSi) is the school's commercial arm that is responsible for working with our partners overseas.

Reigate Grammar School International (RGSi) was established in 2016 as a 100% owned subsidiary of Reigate Grammar School with a strategic vision to establish international schools and to provide education consultancy services around the world under licence to Reigate Grammar School. This includes sharing its ethos; student welfare and pastoral model; teaching and learning philosophy; curriculum design expertise and operational systems.

By developing international connections, RGS aims to establish cultural and learning links to provide visit and exchange opportunities for students and staff. Developing international links and perspectives opens up cultural and learning opportunities cross continents.

RGSi is currently firmly established in China, South East Asia and Middle East.





## REIGATE GRAMMAR SCHOOL RIYADH

Reigate Grammar School Riyadh (RGSR) is a British International School educating approximately 1,000 students aged 3 -18. Established in 2022, it is the first of a series of schools in the Kingdom of Saudi Arabia to be opened in partnership between Reigate Grammar School (RGS) and ADECO.

RGSR is one of a small number of schools to operate under the Royal Commission for Riyadh City's (RCRC) International Schools Programme. The school serves both the international and local communities and currently has students from over 50 nationalities. Students follow the EYFS and National Curriculum for England from Nursery to KS3, before studying towards iGCSE and A-Level qualifications in Key Stage 4 and 5 respectively.

“The quality of education at RGS ensures that doors of opportunity are open for our students, and that they are equipped academically and emotionally to make the very most of those life chances. Students and staff at RGS Riyadh will join an interconnected global community, where the primary focus is happiness, wellbeing, and academic success.”

Mr. Shaun Fenton OBE, Headmaster of Reigate Grammar School UK





## LIVING IN RIYADH

Riyadh is the capital and largest city in the Kingdom of Saudi Arabia (KSA). Once a small walled city, today it is home to more than 7.5 million people and is one of the fastest developing cities in the world.

The city skyline is dominated by skyscrapers, including the Kingdom Tower with its iconic sky bridge which provides stunning views of the city below. New districts are being developed all the time and there is an ever-growing number of shopping malls selling well known brands; cinemas; entertainment and leisure facilities; and restaurants serving a wide range of western and local cuisines to suit all tastes. With a lively cafe culture, as well as a burgeoning art and music scene, Riyadh has become one of the Middle East's most alluring cities, attracting professionals and families from the region and the world.

High profile sporting fixtures regularly take place in the city and well-known musicians such as Imagine Dragons, Bruno Mars, Andrea Bocelli, David Guetta and Post Malone have all performed in the past six months. The city offers a host of green spaces to enjoy, as well as a wide range of sporting activities including golf, tennis, cycling, running and horse riding. Within easy reach there are UNESCO World Heritage Sites to explore, Dune Bashing to enjoy, and trekking opportunities to 'The Edge of the World.'

Riyadh is certainly a city that is seeing significant change and any perceptions of it being a closed society are outdated. Visitors will find a welcoming and multicultural environment with all the conveniences expected of a world city. Women no longer have to wear abayas or have their head covered and they are free to travel around the city unaccompanied.

Beyond Riyadh, destinations such as Jeddah and the Red Sea are just a short flight away. There you can visit beautiful coral reefs, enjoy white sand beaches and take part in some of the best diving in the world.

Those who like to spend their time above sea level should head to Azir in the South for breath-taking mountain scenery, a plethora of hiking trails and cool temperatures year-round. The AlUla Valley provides an unforgettable desert experience and should be on everyone's bucket list! As KSA's first World Heritage Site, its rock formations are an iconic symbol of the unexplored beauty of the country.

For those wishing to venture further afield, Riyadh International Airport serves as a regional hub and offers regular flights to Europe, The Far East and beyond.



## HOW TO APPLY

The closing date for applications is 5pm (GMT) on 31st January 2025. Applications should be made electronically via the TES portal. As part of the process candidates should submit (as attachments on the TES portal application form):

A full CV which includes:

- Your entire work history.
- A recent photograph.
- Details of at least two professional referees from your most recent position(s).

A covering letter outlining:

- Your reasons for applying.
- Reasons for leaving your current role.
- Relevant professional experience that you feel is aligned to the needs of the role.
- Your personal educational philosophy.

Applications will be reviewed on a rolling process with interviews taking place online in January & February 2025. We reserve the right to close a position once we have received sufficient applications to form a short-list. Early application is therefore encouraged. RGSR is committed to ensuring that the privacy of applicants and employees is protected.

### Safeguarding

RGSR 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, which is available on our website, and are required to declare any criminal convictions or 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.

### Equal Opportunities

RGSR is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.



## DATA MANAGER

### JOB SUMMARY

1. To be responsible for the management, development, review and evaluation of effective administrative systems for assessment, data and exams.
2. To assist the Principal/Vice Principal to ensure the delivery of an effective and quality business support service for the school in related areas.
3. To lead in the planning development, monitoring and management of allocated staff, including coordination and delegation of relevant activities for assessment and exams i.e. Exam Invigilators.
4. To lead on maintaining correct and up-to-date data for assessment, data and exams.
5. To lead on the timely deployment of accurate report cards, in accordance with the school's reporting policies.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

#### 1. Administration

- 1.1 To organise, supervise and undertake complex administrative duties in relation to the organisation of school activities in Data, Assessment & Exams, using appropriate software including Sims.net
- 1.2 To ensure that any work delegated to staff is completed to a high standard and in agreed timescales, liaising with staff as and when necessary.
- 1.3 To organise the preparation of specific materials on behalf of the Principal e.g. National and Local Reports and other related documentation etc.
- 1.4 To manage complex administration areas e.g. correspondence; administrative procedures including completion and submission of complex forms, returns ensuring quality assurance processes.
- 1.5 Provide or resource administrative and organisational support for the areas of responsibility, including preparing any relevant documents and/or reports relating to Assessment, Data & Exams.
- 1.6 Provide organisational and complex advisory admin support.
- 1.7 To co-ordinate and/or provide day to day management of the administration of school facilities and building in relation to areas of responsibility.

#### 2. Organisation

- 2.1 To have lead responsibility for the assessment and reporting systems in school, liaising with appropriate staff as and when necessary.
- 2.2 To be responsible for the effective management of examinations, including liaising with the relevant Examinations Boards and checking examination papers as requested by the Vice Principal, management of invigilation for exams etc.
- 2.3 To be responsible for the effective management of the report cards systems - including the creation of marksheets, liaising with teachers and generating and timely despatch of report cards.
- 2.4 To be responsible for the effective deployment of exam results to students, staff and wider stakeholders.
- 2.5 To plan and manage an annual exam budget for the school within agreed timescales in association with the relevant Vice Principal.
- 2.6 To arrange examination invigilation/training and assist in the delivery as and when required to ensure effective completion of the reporting system and delivery of exams.
- 2.7 To be responsible for the delivery of an effective Assessment, Data and Exams administration support, ensuring all duties assigned, exams cover arranged and that staff have the skills and abilities for the delivery of effective Assessment, Data and Exam administration functions.
- 2.8 Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies in relation to the management of the admin and organisational support in related areas i.e. Assessment, Data and Exams for the school.
- 2.9 To have responsibility for Health and Safety Management within the Admin & Organisational team responsible for Assessment, Data & Exams.



## DATA MANAGER

### 3.Responsibilities

3.1 Management responsibilities for invigilation staff: inc. recruitment; induction; appraisal; identification of learning and development need; monitoring of staff as and when required.

3.2 To effectively respond and deal with unanticipated problems within the areas of responsibility.

3.3 Manage financial administration procedures in relation to the costings of related procedures.

3.4 Develop constructive relationships and communicate with other agencies/professionals both internally and externally.

3.5 Recognise own strengths and areas of expertise and use these to advise and support others.

### 4.Resources

4.1 Be responsible for the selection and management of resources, including management of a budget and regular audit of resources in association with the designated Vice Principal.

4.2 Take a lead role in the recruitment of support staff and in managing associated employment procedures as and when necessary, in line with school needs.

4.3 To be responsible for the accuracy, confidentiality and security of personal data, both manual and computerised information.

4.4 To effectively deal with complex and potentially contentious information, both orally and in writing.

4.5 To take a lead role in management, planning, monitoring and evaluation of the exams and reporting budget on an annual basis in collaboration with the designated Vice Principal.

4.6 Manage service contracts if and when applicable.

### 5.Support for the School

5.1 To work as part of a team and support the role of others at all times contributing to the overall work and ethos of the school.

5.2 To undertake and conduct personal development through training and other learning activities including performance management, as required.

5.3 Provide complex advice and guidance to staff, pupils and others in the related areas of responsibility i.e. Assessment, Data and Exams.

5.4 To ensure compliance with and development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

