



ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY



DATA MANAGER - SS Grade 9 £33,055- £35,282 pa pro rata

25 hours per week - term time + 2 weeks (Actual salary: £20,285 - £21,652)



Thank you for your interest in joining our team at St Catherine's College.

We are delighted to have the opportunity to share the information for this role with you. We invite you to take a moment to explore our website at www.stcatherines.college, to find out more about us. We hope you find these resources helpful, as you consider this exciting opportunity.

St Catherine's College is situated on the sunshine coast, beautifully set between miles of unspoilt coastline, part of the South Downs National Park, Beachy Head and 1066 country. Eastbourne is a wonderful place to live and work.

As a Church of England Academy and part of the Diocese of Chichester Academy Trust, we are unique in East Sussex. We are committed to putting our students at the heart of everything we do. We believe that by emphasising high standards and firm boundaries, all underpinned by our Christian vision and values, we create a safe and nurturing environment where students can thrive.

St Catherine's College prides itself on forging strong relationships with families, students and staff alike. We are always hugely oversubscribed as a result of the high standards and values we promote.



At St Catherine's College, we take great pride in our talented and highly motivated staff and students. Our team works tirelessly to provide the best possible learning experience, and we value the unique contributions of every member of our community.



We provide a welcoming and supportive environment for staff where we actively promote opportunities for personalised CPD. All our staff are precious to us; their health and wellbeing is of paramount importance and therefore we offer a highly subsidised membership to Benenden Private Medical Healthcare.

Our vision is to prepare our students to excel locally, nationally, and globally, to become independent learners and responsible citizens, and to embrace the challenges of an ever-changing world. We believe that education is not only about academic excellence, but also about nurturing the values, attitudes, and behaviours that enable individuals to learn to live together in a supportive, accepting, and compassionate manner.



We strive to empower every student, regardless of their background, to become an active participant in shaping their community and society. By focusing on life skills such as communication, collaboration, and self-motivation, we equip our students with the tools they need to become confident, aspirational, and resilient individuals.

We are delighted that you are considering applying for this post. We look forward to working together to enable our students to excel and flourish in their secondary education and beyond. As Jesus said, **'I have come that you may have life, and have it to the full' (John 10 v10b)**. We believe that by working together, we can help our students achieve their fullest potential.



Staff "set very high standards for students' behaviour. Students respect these expectations. As a result, behaviour is good in this school and classrooms are calm and purposeful." *Ofsted*

"There is powerful team camaraderie present in this school. Staff work very well together to help students fulfil their potential." *Ofsted*

The Post

We are looking to recruit a knowledgeable and capable professional Data Manager to lead, manage and support the data and exams team which consists of an Exams Officer and a Data and Information Officer.

Main tasks will include:

Lead and manage the data and exams team.

Identify, plan and roll out new systems to support SLT changes to all policies, procedures and analysis across all software, working with the school's IT Team to facilitate all network and Office 365 set ups.

To ensure that accurate, and timely, data is stored and provided for a range of purposes as required by the relevant staff, including information regarding student data and organizational trends.

GDPR Lead developing and managing all policies and systems.

Provision of all national return data (Census, National Performance Data) and support of any other staff in the return of other national data requested.

Please note that this role can not be carried out remotely

The Benefits of Working at St Catherine's College Include:

- Local Government Pension Scheme
- A friendly, supportive and caring staff team
- Very well-behaved students who are ambitious, hardworking, resilient, and responsible
- Highly visible, supportive senior leaders
- Excellent career development opportunities
- Subsidised membership to Benenden Private Medical Healthcare
- A fabulous, sociable staff room with complimentary tea and coffee
- Free flu vaccine
- A café that serves at breakfast, break and lunch, using freshly sourced ingredients
- Free parking

"Students and adults thrive in this caring community that celebrates love at its core." (Inspection 2023)

Job Description

Post: Data Manager

Grade: Single Status 9 - Actual salary: £20,285 - £21,652

Hours: 25 hours per week - school term time only plus 2 weeks

Responsible to: Assistant Headteacher: Curriculum, Assessment and Reporting

Main Purpose

To lead, manage and support the data and exams team.

Main Duties and Responsibilities

- To lead, manage and support the data and exams team which consists of an Exams Officer and a Data and Information Officer.
- Identify, plan and roll out new systems to support SLT changes to all policies, procedures and analysis across all software, working with the school's IT Team to facilitate all network and Office 365 set ups.
- To ensure that accurate, and timely, data is stored and provided for a range of purposes as required by the relevant staff, including information regarding student data and organisational trends.
- To ensure that all data is stored securely and confidentially at all times and that it is accurately and comprehensively administered in the school's MIS in order to maintain integrity of data and efficient MIS system.
- Coordinate the use of data for all school routines, such as Transition, Options, Attendance, End of Year Routines etc. to ensure that the MIS systems is accurately set up each year.
- Create and run data checks and reports and undertake appropriate follow up action.
- GDPR Lead developing and managing all policies and systems. This also includes the provision of all GDPR training and advice; SARs; Breach reporting; DPIAs etc.
- To ensure accurate, reliable and completed data is received and processed using the school's MIS and Microsoft and various other software packages to ensure that reporting of all categories of information is comprehensive and meets the required quality levels and timescales for production.
- To identify any gaps in data analysis and propose options and solutions to senior leaders.
- To provide guidance and training for all staff to maximise their use of the software packages used within the school.
- To carry out quality control assessment for MIS data entry and liaise with MIS provider to ensure all integrity issues are addressed and upgrades are completed successfully. Manage the administration of the MIS including permission rights for all staff.

Job description continued:

- Provision of all national return data (Census, National Performance Data) and support of any other staff in the return of other national data requested.

Person Specification

| Attributes | Essential | Desirable |
|-----------------------------|---|---|
| Qualifications and Training | <ul style="list-style-type: none"> • Good general education, with GCSE's or equivalent in English and Maths • Evidence of good level of training in core MIS functions | <ul style="list-style-type: none"> • Industry standard qualifications in information management |
| Knowledge and Understanding | <ul style="list-style-type: none"> • How to interpret and present data • Knowledge of all aspects of school data • Excellent knowledge of management information systems • Strong knowledge of Word and databases • Advanced experience in Microsoft Excel • Knowledge of network operating systems in a multi domain environment | <ul style="list-style-type: none"> • Knowledge of appropriate legislation relating to the use and management of ICT and their relevance to business operations |
| Experience | <ul style="list-style-type: none"> • Experience of data input and presentation • Experience of data analysis/ manipulation | <ul style="list-style-type: none"> • Experience of working in a school / college |
| Skills and Abilities | <ul style="list-style-type: none"> • Ability to work in an organised and methodical manner • Ability to develop efficient record keeping systems • Ability to use initiative and make decisions • Have the ability to deal with unexpected situations • Excellent communication skills • Ability to work under pressure • Ability to organise and prioritise own workload • Analytical skills to investigate problems and information, drawing conclusions and making recommendations for action • Team player | |

Person Specification continued

| Attributes | Essential | Desirable |
|--------------------|--|--|
| Personal Qualities | <ul style="list-style-type: none"> • Approachable • Flexible approach and have sufficient availability to undertake the duties agreed and to be available at the time of the publication of examination results and when upgrades to MIS are required • Ability to liaise and build positive relationships with all stake holders • Is self motivated and hard working • Possesses enthusiasm, stamina and energy • Commitment to safeguarding and promoting the welfare of children and young people • High standards and attention to detail • To positively promote the college's aims and ethos • Willingness to participate in further training and developmental opportunities • Is professionally presented | Excellent health and attendance record |

Your Application

Completed application forms and letters of application should be sent directly to the college addressed to swindsor@stcatherines.college

The closing date for this post is 12 noon on **Sunday 16 November 2025**

Please note that we reserve the right to consider applications as they arrive.

Please use the standard application form accompanied by a letter of application. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application, you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings.

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject, or identify people who might abuse children or are otherwise unsuited to working with them. An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

For more information about this position, to organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel, on 01323 465469.

