

Longfield Academy  
Longfield Road  
Darlington  
DL3 0HT  
Tel: (01325) 380815

## Data Manager

Permanent  
37 hours per week  
Term time only plus 2 weeks (48.8)

Band 9 (point 24 to 27) £26,117 to £28,552 per annum

To commence as soon as possible

We wish to appoint a dedicated and enthusiastic Data Manager to join our team. This post will primarily be based at Longfield Academy but the successful candidate may be asked to work at other schools within our Multi Academy Trust.

The successful candidate will provide analysis and reports of all school data, including pupils' progress and examination results. You will be responsible for keeping school data tracking systems accurate, up-to-date and responsive to the needs of the school and will assist in the compilation of staff and pupil timetables, keeping them up-to-date throughout the academic year.

Applicants must possess at least two years' experience working in a role involving the maintenance and analysis of data and have 5 GCSE grades 9-4 including English and Maths or equivalent qualifications.

You are encouraged to visit the school and meet our team. To discuss the post or arrange a visit please contact Mr Kieran Thompson, Assistant Head Teacher or Mr Nick Willan, Assistant Head Teacher on (01325) 380815.

To apply for this post, please complete the support staff application form available to download from the vacancies page on the school website. Please submit your completed application form by the closing date below, either via e-mail to [dwallace@swiftacademies.org.uk](mailto:dwallace@swiftacademies.org.uk) or by post to the HR Team, Longfield Academy, Longfield Road, Darlington DL3 0HT. If you have any queries, please contact the HR Team on (01325) 380815.

Closing date: **12 noon – Friday 26<sup>th</sup> April 2019**

Interview date: **To be advised**

SWIFT Academies Trust are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.