



**Ridgeway Academy**  
**Herns Lane, Welwyn Garden City**  
**Hertfordshire AL7 2AF**  
**Tel: 01707 351350**

### **Data Manager**

**Pay scale:** H8/9 (SCP 23 – 31 dependent upon experience) £30,151 - £37,261 paid pro-rata for hours and weeks worked  
**Hours:** 8.00am until 4.00pm Monday to Friday 37 hours per week (term time plus 3 weeks)  
**Weeks:** 41 weeks 0.9034215 FTE  
**Actual salary:** £27,239.06 - £33,662.39 (includes holiday entitlement)

Ridgeway Academy is a member of the Alban Academies Trust (AAT), together with Sandringham, Verulam, Garden Fields JMI, Skyswood Primary and Nursery School, Wheatfields Junior and Wheatfields Infants' and Nursery schools. We work in a multi-academy trust to share best practice, deliver joint training, promote the highest of expectations and raise achievement for all students. The AAT motto is 'Educational Excellence for Everyone'. The trust offers significant opportunities for career development of staff at all levels within our organisation. This is an exciting time to join the school as it takes the next step in its journey to becoming good and then outstanding.

We have an excellent opportunity for a dedicated and enthusiastic individual to join our talented support staff team. The Data Manager maintains and develops the school's data collection systems for Assessment, Recording and Reporting

#### **We can offer you:**

- A supportive team with a passion for continuous improvement
- A commitment to professional development
- A collaborative working environment

#### **We are looking for someone who:**

- Has excellent IT skills including good knowledge and understanding of Bromcom and Excel (if good knowledge and understanding of BromCom is not yet held, training will be provided)
- Is highly organised, methodical and accurate
- Is a problem solver
- Has good interpersonal skills
- Is able to work independently and use their initiative
- Shares and delivers our vision to be an outstanding school

If you would like to join us on our journey and have access to career prospects through the Trust, we would love to hear from you. We are totally committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments will be subject to a satisfactory enhanced DBS disclosure, satisfactory references and medical clearance.

An application form is available on our website, [www.ridgeway.herts.sch.uk](http://www.ridgeway.herts.sch.uk). Applications must include a cover letter, no more than two sides of A4. If you have any queries, please contact the HR Officer by email ([appointments@ridgeway.herts.sch.uk](mailto:appointments@ridgeway.herts.sch.uk)) or extension 3373.

**Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.**

**Closing date:** 9:00am Monday 12 December 2022  
**Interview date:** Thursday 15 December 2022  
**Start date:** January 2023