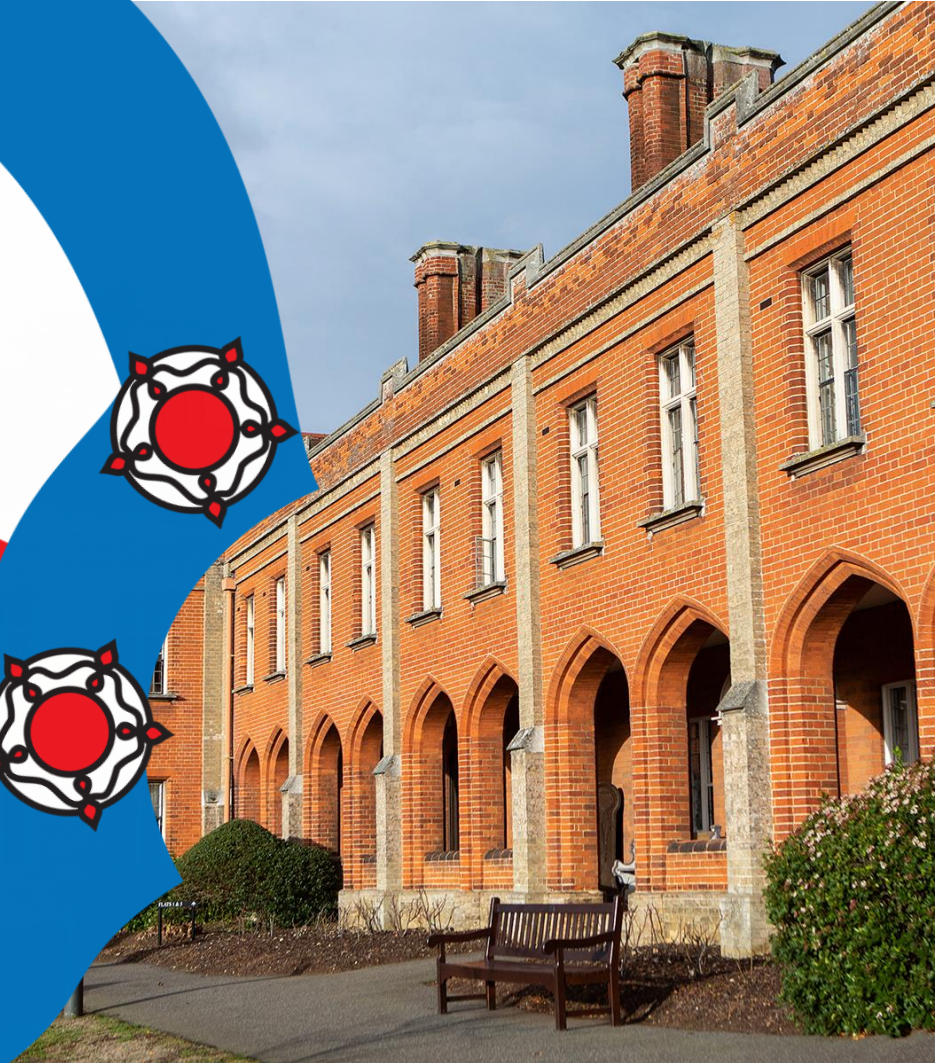




# Seckford Foundation

*a foundation for life*



**Work With Us**  
**Data Manager**  
Application Pack

# Data Manager

---

## Salary Up to £32,000 FTE

**Up to actual Salary of £27,429 per annum based on 0.86 FTE**

30 hours per week, 52 weeks a year.

We are seeking to appoint a Data Manager to lead the development and management of data systems across Woodbridge School and Seckford Care.

This is an exciting opportunity to play a central role in shaping how data is used to support strategic decision-making across the Seckford Foundation. You will be responsible for maintaining and developing our Management Information System (iSAMS), ensuring data quality and compliance, and delivering insightful reporting and analysis to a range of stakeholders. Your work will directly support the operational and academic success of the Foundation.

This is a high-impact role for a proactive and technically skilled individual who thrives in a collaborative and fast-paced environment, and who is passionate about using data to drive improvement and innovation.

This role is primarily based on-site; however, we offer flexibility to work from home on occasion. Remote work arrangements can be made in agreement with your line manager and in alignment with business needs.

Due to the nature of the role and the needs of the business annual leave will need to be taken outside of protected times. These are specific times during the year, such as peak operational periods, when staff availability is essential to ensure business continuity.

To apply for this role, please click on the link and complete the application form. A CV and covering letter will not suffice.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

**Closing date:** 14 July 2025

**Interviews W/C:** TBC

We reserve the right to close the position before the closing date, so please apply as soon as possible to avoid disappointment.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).



## Job Description

<b>Job Title:</b> Data Manager	
<b>Department:</b> IT	
<b>Hours:</b> 30 hours a week, 52 weeks a year	<b>Accountable to:</b> Head of IT Services
<b>Job Purpose:</b> <p>Based at Woodbridge School, the role will be to provide data services to Woodbridge School and Seckford Care, furnishing management at the individual organisations and at a Foundation level with the data needed. Day to day the role will be the management and development of the School's Management Information System (MIS), which is currently iSAMS.</p>	
<b>Data Management</b> <ul style="list-style-type: none"><li>• To maintain an overview of data across the Foundation</li><li>• To manage and support the use of management systems, with support from the IT services team, across the Foundation. This includes, but is not limited to, systems such as iSAMS, Raisers Edge, Ofelia and PCS</li><li>• To manage user access to data systems, for staff, pupils and parents.</li><li>• Oversee the secure transfer of data to external bodies.</li><li>• To proactively develop the use of data systems and data across the Foundation.</li><li>• To oversee data integrations to allow efficient data transfer and keeping our data as central as possible.</li><li>• To ensure data across the Foundation is of the highest quality, performing data cleansing where needed.</li></ul>	
<b>Reporting &amp; analysis</b> <ul style="list-style-type: none"><li>• To develop tools to improve data accessibility and usage across the Foundation, implementing data visualisation and analytics.</li><li>• Support preparation and submission of statutory returns, including the School Census</li><li>• Produce data reports for Senior Leadership, department heads, teachers and governors to inform analysis, such as on pupil performance, attendance and behaviour records.</li><li>• Produce data reports for Care Leadership Team to inform analysis, such as resident incidents, call bell response times and QCS audit completion</li><li>• To keep up to date on data management best practice and developments.</li><li>• Contribute to data-driven decision-making processes.</li></ul>	
<b>Process Improvement</b> <ul style="list-style-type: none"><li>• Identify and implement efficiency improvements</li><li>• Support new data system implementations</li></ul>	
<b>Systems &amp; Support</b> <ul style="list-style-type: none"><li>• To take and complete escalated tickets from the IT services team regarding issues with Data Systems</li><li>• Provide training and advice on data systems, as required across the Foundation to all staff</li><li>• To create and keep up-to-date documentation on process and tools.</li></ul>	
<b>Timetabling</b> <ul style="list-style-type: none"><li>• To create and maintain the academic timetable, including end of year processes, for both staff and pupils.</li><li>• Setup and administer the options process, working with the Deputy Head Academic.</li></ul>	
<b>Data Protection and Security</b> <ul style="list-style-type: none"><li>• Ensure GDPR compliance in all data handling processes</li><li>• Working alongside the IT Services team, ensure access controls are appropriate</li><li>• Conduct regular data audits</li><li>• Support data protection policies and procedures</li></ul>	

- Maintain secure data transfer protocols
- Assist with Subject Access Requests, in conjunction with the DPO and the IT Services team.

### **Training & Development**

- To undertake available training opportunities and demonstrate a commitment to continuous development
- To carry out the above duties in accordance with Foundation policies
- Work as part of the wider IT Services team to develop ideas and processes to ensure the security and integrity of the systems maintained
- Travel as required to support any sites within the organisation when needed
- Advise Leadership on developments in Data management and processing, to implement tools and process to support development across the Foundation.

This job description is not exhaustive, and it is expected that the post-holder will be flexible in their approach, and undertake any reasonable duties as requested.





## Person Specification

<b>Education and Qualifications</b>	<b>E</b>	<b>D</b>
Educated to degree level, or equivalent level of experience.	✓	
Data management qualification.		✓
Bachelor's degree in a relevant field (e.g., Information Technology, Computer Science, Data Science).		✓
<b>Knowledge and Experience</b>		
Use of Microsoft products.	✓	
Experience with SharePoint.		✓
Previous use of iSAMS.		✓
Use of SQL reporting and SSRS.		✓
Understanding of data protection regulations GDPR.	✓	
School timetabling experience.		✓
Understanding of database structure and queries.		✓
Use or knowledge of automation systems such as Power Automate, Power Query.		✓
<b>Skills</b>		
Ability to deliver staff training in a variety of formats, including one-to-one sessions, small group workshops, and large-scale presentations.		✓
Use of setting up and use of dashboards for data visualisation.		✓
Advanced Excel proficiency.		✓
Effective communication and interpersonal skills.	✓	
Ability to communicate technical concepts to non-technical staff.	✓	
Ability to work to deadlines.	✓	
Excellent organisational and analytical skills.	✓	
<b>Safeguarding</b>		
All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.	✓	
Understanding of data protection regulations GDPR.	✓	
<b>Personal Qualities</b>		
Proactive.	✓	
Adaptable and flexible.	✓	

## Benefit Statement

<b>Pension</b>	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
<b>Sick Pay</b>	After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4th and subsequent years of service.
<b>School Fees</b>	School fee remission may be available depending on individual circumstances after successful completion of probation period.
<b>Holiday</b>	25 days plus 8 public holidays paid leave (pro rata for part time posts) included in salary. (Holidays to be taken outside of protected times)
<b>Other Benefits</b>	<ul style="list-style-type: none"><li>• Free parking</li><li>• Complimentary lunch is available when the Dining Room is in operation</li><li>• Access to the Employment Assistance Programme</li></ul>

## Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website:  
<https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Please apply, preferably by email, stating "Data Manager" in the title line to [recruitment@seckford-foundation.org.uk](mailto:recruitment@seckford-foundation.org.uk).

If you are unable to apply by email then please post your application, marking "Private and Confidential" to People Team at:

Woodbridge School

Marryott House

Burkitt Road Woodbridge

Suffolk

IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.*

