**Copleston High School, Ipswich, Suffolk**

1927 students (includes 328 in the Sixth Form)

Principal: Mr A Green

**Data Manager**

**Grade 5 (above the bar)**

**Full time**

**Permanent**

**Easter 2025**

The school is looking to appoint a proactive, solution focused School Data Manager. You will ensure the accuracy, consistency, and accessibility of data for the school. Working closely with school Admin Team, Senior Leadership Team and the Trust, you will streamline data processes and provide insights for decision-making, ultimately making a significant impact on the educational experiences and outcomes of the pupils they serve.

**Key Responsibilities**

* To be responsible for inputting, analysis and/or distribution of accurate data for
  + staff and student data collection sheets
  + student attendance and punctuality
  + academic progress and attainment
  + behaviour data
  + examinations data
  + SEND information data
  + student engagement data
  + parental engagement data
* To ensure the accurate maintenance and distribution of management information relating to students.
* To provide specialist data support to staff.
* To collate annual student reports.
* To deliver staff training on the effective use of systems for data handling as appropriate
* To complete any other work, within reason, as directed by the Principal.

Please see job description for full list of duties.

Copleston High School is a member of the Oxlip Learning Partnership. The Oxlip Learning Partnership's mission is ‘Achieving Success Together' and this is certainly a message that Copleston High School invests in too. We work to ensure that we are creating the best environment for our students to learn and our staff to develop.

**To Apply**

Please note that only fully completed application forms will be accepted. Please return your completed application form to: [applications@copleston.suffolk.sch.uk](mailto:applications@copleston.suffolk.sch.uk). For further information about this role, please contact Lakshmi Vadali (Vice Principal) by email [lvadali@copleston.suffolk.sch.uk](mailto:lvadali@copleston.suffolk.sch.uk) to arrange an informal discussion.

* **Closing date: 28th February 2025 at 9am**
* **Interviewing Date: Week commencing 10th March 2025**

The Oxlip Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records, online checks and other vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

**Additional Information:**

For additional information about the Trust and this school, please visit our website www.copleston.suffolk.sch.uk

Oxlip Learning Partnership promotes equality, diversity and inclusion in its workforce and encourages applications from all sections of society.  We are always keen to hear from talented professionals, at all stages of their career, who believe they can support us in achieving our vision.