

The **Emmbrook** School



Applicant Information Pack:
Data Manager

Full-time (37 hours per week – term time only + 5 Inset days)

Closing date: 9am Thursday 13th March 2025



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An exciting opportunity in a popular, successful school

We are seeking to appoint an enthusiastic and committed individual to join our administration team.

The Emmbrook is a flourishing school full of energy and high expectations. It was judged good in all areas when last inspected by Ofsted (October 2023).

We offer:

- A culture and ethos where staff work collaboratively, feel valued and are well supported.
- A thoughtful and impactful approach to continuing professional development.
- A strong commitment to the wellbeing of all staff.
- A school where our pupils "are focused on their learning" and "take pride in rising to the school's high behaviour expectations" (Ofsted, 2023).
- A strong track record of rising outcomes at KS4 and in the Sixth Form.
- Being part of The Circle Trust, giving you access to a network of experienced educational leaders and mentors.

As Data Manager you will be:

- Highly motivated and committed
- Well organised and punctual with a professional attitude to work
- Willing to work as part of a hard-working, dedicated team
- Positive, proactive, with a good sense of humour who is willing to work flexibly to meet the changing needs of the school
- An active member of school life and actively subscribe to the values of the school

To arrange a visit or apply

Sarah Farndon (Head's PA) – vacancies@emmbrook.wokingham.sch.uk Tel. 0118 978 4406

Applications can be made via the [application form](#) on our school website

Closing date: 9am on Thursday 13th March 2025

Please note, applications will be reviewed daily and we reserve the right to close the advert early, should we receive sufficient applications.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.



Our School

The Emmbrook is a mixed 11-18 comprehensive secondary school. We offer students of all abilities and interests the opportunity to fulfil their potential.

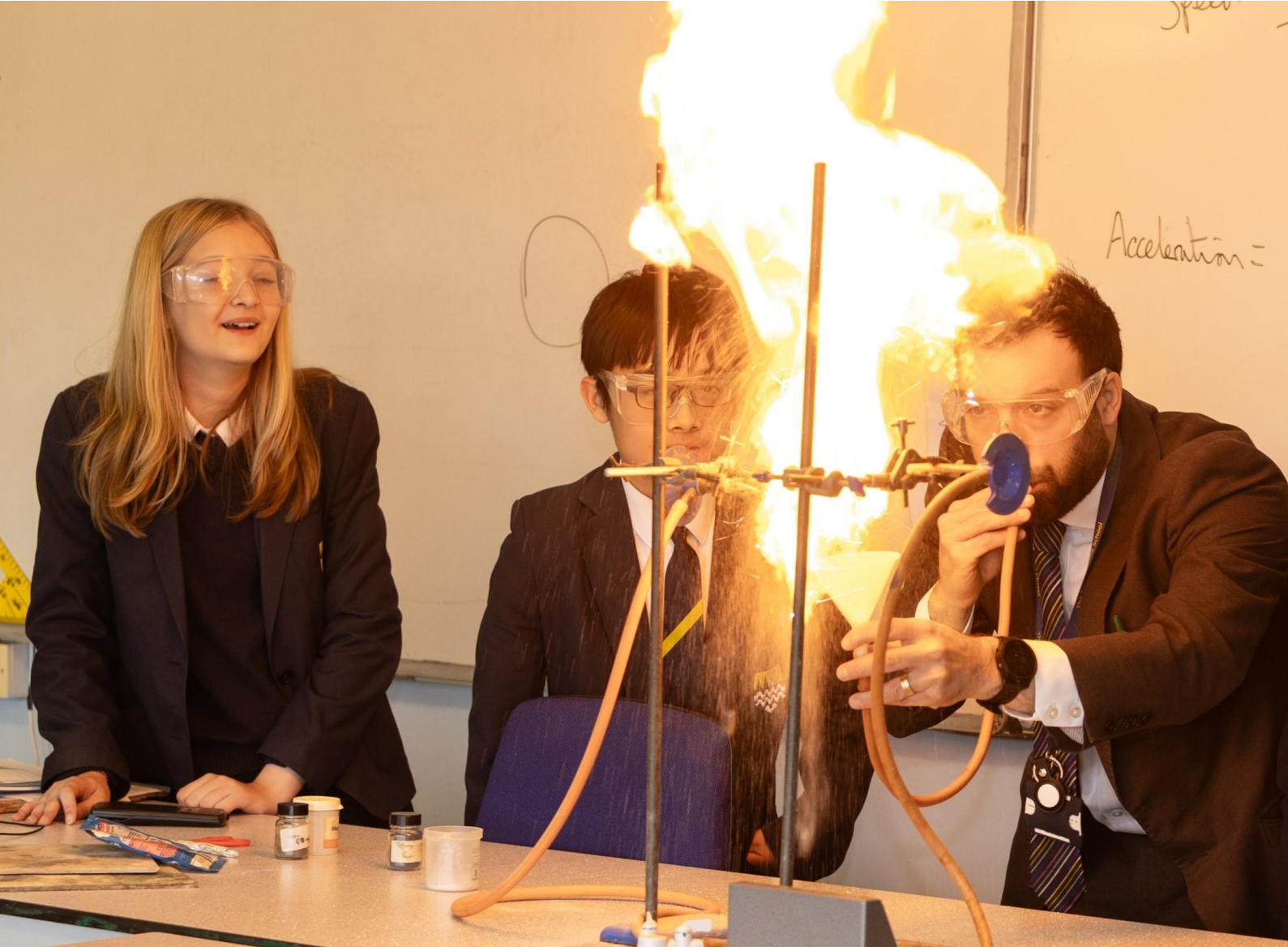
We have a strong sense of community. When Ofsted last visited (October 2023) we were proud of the first line of the report which began "pupils and parents value the 'family feel' of the school and how welcoming it is."

You would be joining an amazing staff body. We are collaborative and supportive. Our CPD programme is organised by staff for staff; such peer-to-peer support allows every member of staff to develop and grow their professional expertise.

The hard work and dedication of staff is leading to rising standards and a track record of academic outcomes improving overtime. We are determined to sustain this journey.

Key Information

Type of School	Academy
Planned Admission Number (PAN)	210
Number on Roll (NOR)	1,317
Ofsted (October 2023)	Good in all areas



Curriculum and Qualifications

We are committed to providing a curriculum that is broad, balanced, challenging and fosters a love of learning. The curriculum is designed to: build on students' prior learning, provide engaging and high-quality learning experiences, and promote aspirational performance and progress for all its students. Each subject area has its own clear statement of curriculum intent, designed to reflect the school's values and vision.

- In KS3, students follow the full breadth of the national curriculum to build a strong foundation of knowledge and skills for KS4.
- In KS4, students have a large degree of freedom to choose subjects that reflect their talents, interests and future aspirations. There is a wide range of GCSE subjects with vocational choices available and students can select four option subjects.
- In Sixth Form, we offer a traditional A-level pathway to university, degree apprenticeship, college or work.

Our students achieve academic excellence at GCSE and A-level. Our most able students out-perform their peers nationally and we support students to take up places at top universities, including Oxbridge. We take great pride in the achievements of all our students at all levels and we recognise that every single member of staff makes a vital contribution to this success.



Pastoral Life

The house system has been an integral part of the school since our inception. It aims to provide an even greater sense of community, competition and a range of opportunities for students to get involved in school life and try new skills. We have four houses: Jupiter (yellow), Mercury (red), Saturn (green) and Venus (blue). Every student in the school is identified within their house through their school ties which has a coloured stripe. Throughout the year there is a programme of inter-house competitions (including sports, academic, artistic and crafts events) which culminates with sports day in July. Students earn house points through the year.

We offer a wide range of clubs to enrich the experience of our students. This includes music (orchestra, bands and choirs), PE (individual and team sports), academic subjects (such as science) and hobbies/interests (for example retro-gaming or crochet). There is a well-established School Council and prefect system, both of which support student voice and provide students with opportunities to contribute to the development of the school. Students from all year groups have the opportunity to go on trips, ranging from day trips to local sites of interest, through to significant residential trips abroad (in recent years to Borneo, USA and China).

Family

We support each other in everything that we do.

Ambition

We are determined to achieve excellence.

Integrity

We are always honest and do the right thing.

Respect

We treat everyone and everything with care.

Our Culture

We have four values (family, ambition, integrity and respect) that form the foundation of our actions. Together, the first letter of these four values form the word 'fair' – this is our guiding principle; we act with fairness at all times.



About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



 [An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.

Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.





Our values are our cultural north star
they drive our behaviour and decision making.



The highest educational outcomes
for every learner is paramount



Preserving the unique identity and
ethos of all partner schools is
essential



To be anything but utterly
inclusive is non-negotiable



Being self-reflective is essential in
encouraging innovation, our Trust is
always driven to improve further



What we say is what we do, we
recognise talent, foster expertise,
believe well-being for all is
fundamental



Our Trust promotes collaborating
with others and being outward
looking

Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



The Hawthorns Primary School



Nine Mile Ride Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School



Our name

In the early days, we spent hours debating our name! We chose “The Circle Trust” as it symbolically reflects our approach and ethos. It is a name that is deliberately neutral, without association to a specific school. One of our core values is inclusivity, and we wanted our name to encapsulate that. We include any type of school or phase and appreciate the importance of treating every school as unique.

Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives.

At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.



To find out more:

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

If you would like to arrange a meeting, please get in contact via the school office.

We'd love to have a cuppa with you!



Job Description

Salary	Grade 6 Scp 18 – 24 Actual salary £26,519 - £29,778	Reporting to	Director of Welfare
Contract	Full-time (37 hours per week – term time only + 5 Inset days)	Start Date	Immediate

Job Purpose

- To ensure effective management of the MIS.
- To maintain accurate student data.
- To manage all data relating to admissions and leavers.
- To manage census reporting.
- To oversee target setting.
- To support timetable implementation

Main Duties & Responsibilities

MIS & Data Management	<ul style="list-style-type: none"> ▪ Maintain accurate pupil records within Arbor. ▪ Maintain the Data Quality Dashboard. ▪ Record and update student information relating to medical, pastoral, gifted & talented, WBC bus routes and family links. ▪ Carry out relevant data checks for pupil premium students, free school meals, PLAA, LAC and import FSM Recipient list. ▪ To provide frequent, timely and personalised feedback to all students so that they make outstanding progress. ▪ To review impact of teaching and programmes of study and implement changes as required. ▪ To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. ▪ To ensure the effective/efficient deployment of classroom support to ensure that all students are able to maximise their learning within lessons.
Systems & Skills Development	<ul style="list-style-type: none"> • Work collaboratively with leaders to problem solve in order to respond to new priorities as they arise. • Develop new systems, processes and reports to support the emerging needs of the school and leaders. • Refine school systems to improve accuracy and efficiency. • Train the Data Assistant. • Enhance the resilience of Support Staff functions by developing the knowledge and skills of colleagues across a broad range of school operations, through training and mentoring as identified.

Admissions

- Oversee administration of admissions (New Intake, In-year and Sixth Form).
- Manage the communications process with new parents/schools.
- Complete CATs data and test setup.
- Liaise with CurLs for setting allocations, produce and check student timetables.
- Ensure all missing and outstanding student data is collected and uploaded.
- Enrol all new students and complete post admissions process.
- Update User Define Fields including KS2 Internal Banding, NSRE and NSRM data
- Download and import CTFs.
- Complete the target setting process and produce student targets for the Assessment Team (using FFT, KS2 & CATs).
- Import KS2 student data.
- Maintain the Student Database to ensure that it is up to date.
- Oversee the online DCS process and update information as required.
- For New Intake:
 - Maintain the central new intake admission list, modifying with additions and withdrawals as required.
 - Oversee the collation and dissemination of student data from all sources, including parents and schools.
 - Create and maintain the primary school information spreadsheet.
 - Set up and distribute new intake letters to parents and schools.
 - Assist with the production of the New Intake Booklet and its distribution to parents/students.
 - Update Year 6/7 Transition folder as required.
 - Oversee the ATF import.
 - Download KS2 Data & import.
 - Add student registration groups, house allocation and setting.
- For In-year joiners:
 - For the Parent Led, FAPP and Off Site Direction applications, liaise with key stakeholders, process requests and notify key staff.
 - Collate & disseminate all information to CurLs for setting.
 - Liaise with Admin Manager, HOY, SLT Link & DH to ensure all steps completed and data obtained.
 - Inform staff via new joiner email.
- For Sixth Form:

	<ul style="list-style-type: none"> ○ Liaise with Head of Sixth Form to ensure relevant information is received and processed.
Student Leavers	<ul style="list-style-type: none"> ● Update the school establishment, if necessary. ● Liaise with Year Leaders Admin to help prepare The Circle Trust & Leavers Transfer forms. ● Check DOL and withdraw enrolment ● Check and remove redundant attendance marks ● Produce & upload CTF
Census Reporting	<ul style="list-style-type: none"> ● Coordinate with key stakeholders to gather accurate information for census returns. ● Complete census returns and resolve queries. ● Confirm submissions with the Headteacher. ● Coordinate with the Trust Data Manager to ensure that the census is uploaded and accepted by the appropriate deadline (Autumn, Spring and Summer).
Timetable Implementation	<ul style="list-style-type: none"> ● Complete student set change requests. ● Facilitate any timetable changes within the MIS system. ● Record and update Student Support interventions. ● Liaise with the timetable coordinator to implement each new timetable structure. ● Ensure the Courses, Classes, Departments and Student's data areas are updated accurately so the links into other areas of Arbor work efficiently. ● Liaise with CurLs to undertake new setting decisions. ● Liaise with timetable coordinator in order to complete end of year procedures and new academic year setup procedures annually. ● Support and complete the Year 10 options process (post-allocation).
General Duties	<ul style="list-style-type: none"> ● To follow statutory guidance and school policies including child protection and safeguarding. ● To act as a positive role model. ● Undertake a variety of shared general school administrative jobs, including data entry, photocopying, filing, including essential work of absent colleagues, commensurate with the grading of the post, as directed by the line manager.
Other	<ul style="list-style-type: none"> ● To ensure that Health and Safety policies and practices are in-line with national requirements, therefore liaising with the School Business Manager and Premises Manager as required. ● Assist in the smooth running of the school at all times.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Person Specification

Data Manager		Essential	Desirable
Knowledge & Qualifications:	Have qualifications in English/literacy and Mathematics/numeracy equivalent to at least Level 2 of the National Qualifications Framework	✓	
	Have A-levels		✓
	Knowledge of school information management systems	✓	
	Able to use common Information Communications Technology (ICT) tools for your own and students' benefit	✓	
	High level of accuracy and time management skills	✓	
	Know how to establish effective working relationships with others	✓	
	Ability to be a positive role model for young people		✓
	Excellent attention to detail	✓	
	Excellent communication skills and interpersonal skills	✓	
	Ability to work within a team working environment and also able to work independently	✓	
Personal Qualities	Calm under pressure, adaptable and energetic	✓	
	A caring and positive attitude	✓	
	A sense of responsibility	✓	
	Able to maintain strict confidentiality	✓	
	Flexibility and use of initiative	✓	
	A good sense of humour	✓	



Photo taken by Stewart Turkington Photography

About Wokingham

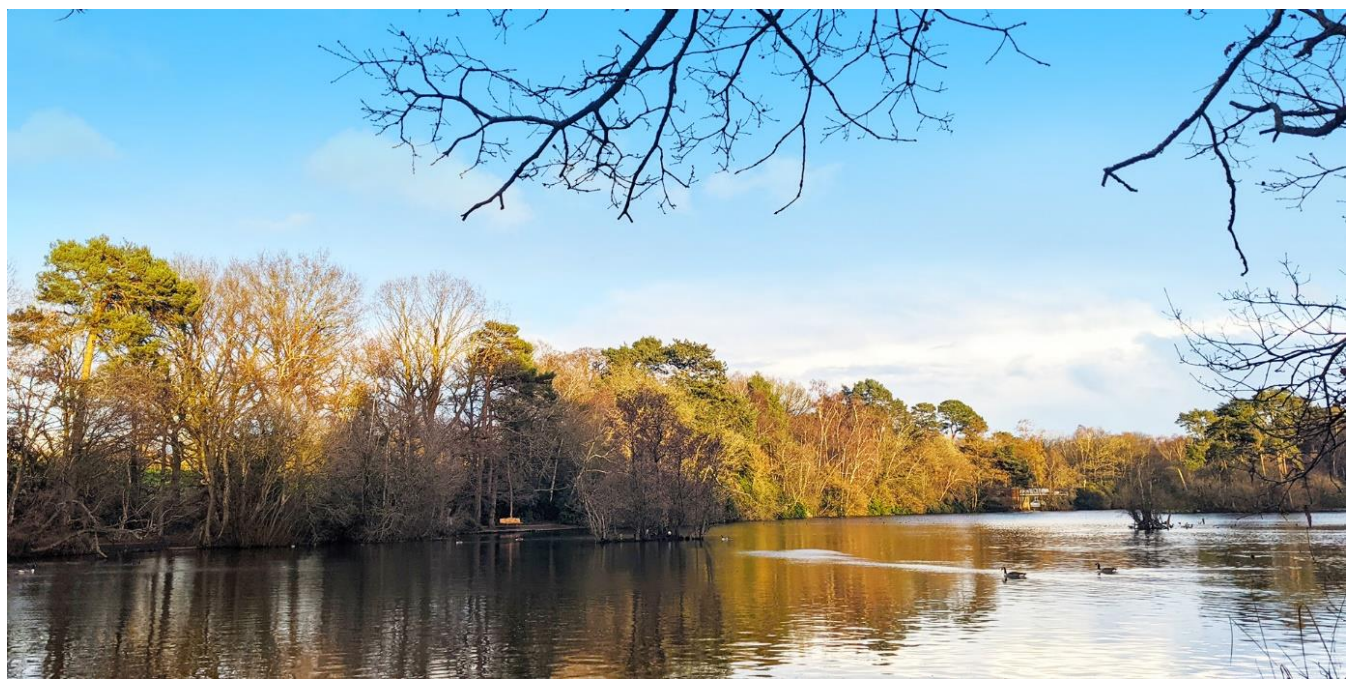
Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.



The Process and How to Apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

Visits to the School	Visits to the school are warmly welcomed, please contact the School Office to arrange a visit.
Application form	Please complete The Circle Trust application form . This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.
References	We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.
Equal opportunities monitoring form	<p>We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.</p> <p>Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.</p> <p>The completion of this equal opportunities monitoring form is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.</p> <p>Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.</p>
Application closing date	<p>The closing date for applications is Thursday 13th March. Applications can be via the application form on our school website.</p> <p>Please send your application to Sarah Farndon (Head's PA) - vacancies@emmbrook.wokingham.sch.uk tel. 0118 978 4406</p> <p>Applications will be acknowledged by email on the next school day.</p>
Shortlisting	Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.
Interview Date	Tuesday 18 th March 2025

Checks

If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

How We Use Your Data

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

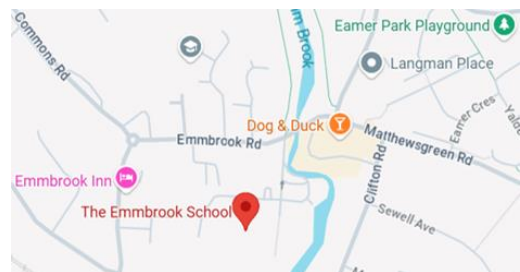
If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact the school office.



The Emmbrook School

**Emmbrook Road
Wokingham
RG41 1JP
0118 978 4406**



The Emmbrook School is an academy and part of The Circle Trust.

The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS.

Further information about The Circle Trust is available at www.thecircletrust.co.uk.