



Emma Wijinberg
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Dartmouth Road
Sydenham
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SE26 4RD



Michael Sullivan
Headteacher
Forest Hill School
Dacres Road
Forest Hill
London
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Sixth Form Data Manager
Maternity Cover- 1 Year Fixed Term Contract
Full Time – 35 hours per week – all year round
Start Date: June 2024
Scale PO 3 (points 34 – 36) £46,053 - £48,063 per annum

We are seeking to appoint an experienced Data Manager who will lead on the implementation, development, management and control of all Sixth Form data across SFH6 (Sydenham and Forest Hill schools) along with other IT systems relevant to the smooth running of the Sixth Form. You will be required to work across both Schools, based half the week at each school (2.5 days at each site).

You will be responsible for:

- The provision and analysis of relevant data for school leaders including student progress, exam results, recruitment, coursing and attendance.
- An annual programme of performance and contextual data collection for analysis relating to the Sixth Form.
- The compilation and submission of statistical and other returns including the Sixth Form census.

SFH6 is a dynamic and forward thinking Sixth Form with very high standards and data plays a vital role in enabling us to ensure that students are well supported to succeed.

The successful candidate will enjoy:

- The opportunity to work in a top performing Sixth Form which has produced the best KS5 outcomes in the London Borough of Lewisham for many years.
- Excellent professional development and rewarding opportunities, working with a forward thinking team that is passionate about achievement and progress of all students

If you are interested in an opportunity to build on established success an application pack can be downloaded from our website at: foresthill.lewisham.sch.uk. Alternatively, further details can be obtained from Lilly Gayle, lilly.gayle@foresthillschool.co.uk

Visits to both schools are recommended, please contact Jane Toussaint on 0208 699 9343 to arrange visit to Forest Hill School and Sydenham School please contact: Allison Costello on 0208 699 6731.

(Please note both schools will be closed for the Spring Break 29th March to Friday 12th April 2024.

Please note that the deadline for applications is **10am on Monday 15th April 2024**

The interviews will take place **week commencing: Monday 22nd April 2024**

(Please ensure you are available to attend on these dates).

The schools are committed to the promotion of equal opportunities and diversity. We have a clear commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is the 'golden thread' that runs through the school. The successful applicant will be required to complete an Enhanced Disclosure for the Disclosure and Barring Service (formerly known as the Criminals Records Bureau).

