



Gloria Lowe MA, NPQH
Headteacher
Sydenham School
Dartmouth Road
London
SE26 4RD



**High
Performance
Learning**



Michael Sullivan
Headteacher
Forest Hill School
Dacres Road
London
SE23 2XN

Sixth Form Data Manager

Permanent – Full Time – 35 hours per week – all year round
Scale PO 3 (points 34 – 36) £40,632 - £42,609 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 the progress of all students.

If you are interested in an opportunity to build on established success, an application pack can be downloaded from foresthill.lewisham.sch.uk (Please copy and paste the link in your browser)

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 a visit to Forest Hill School and Sydenham School please contact: Allison Costello on 0208 699 6731.

(Please note both schools will be closed for half term from 26/10/2020 to 30/10/2020)

Please note that the deadline for applications is **10am on Monday 9th November 2020**

The interviews will take place during the **week commencing: 16th November 2020**

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).

Original evidence of the right to work within the United Kingdom will be required prior to commencement of employment i.e. National Insurance Number, Work Permits or Indefinite Leave to Remain. If the applicant has lived/worked overseas

for 12 months or more since the age of 18, they will also be required to obtain a Certificate of Good Conduct from the country(ies) they lived/worked in at their own expense and provide these for our records.