



Headteacher: Alan Gray B.Sc. M.Sc., F.R.S.A.  
The Ridgeway, St Albans, Herts, AL4 9NX  
NOR 1710 with 500 in the Sixth Form

**Assistant Data Manager**  
**35 hours per week**  
**Term time plus 2 weeks (40 weeks)**  
**Salary: H6-H7 pro rata range £26,072 - £30,814**  
**Actual Salary: £21,568 - £25,491, commensurate with skills/experience**  
**Start date: May 2023**

Sandringham School is a high performing and extremely popular Outstanding School situated in the picturesque city of Saint Albans, Hertfordshire, conveniently located just 20 minutes by train from St Pancras, London.

We are seeking to appoint an exceptional candidate to join our outstanding data management team. The main responsibilities are data management, to include maintenance of the school's MIS, core pupil and staff data, national and local returns and support of the data processes of assessment and reporting. The ideal candidate will have excellent interpersonal skills and will be comfortable liaising with internal and external stakeholders as well as students. Experience of using and maintaining a MIS to a high level is essential and experience of Bromcom, SISRA and Alps Connect desirable however training on these specific programmes can be provided. If you would like to work in a forward-thinking school and make a difference, we would like to hear from you.

**The successful candidate will:**

- have professional integrity
- have excellent attention to detail
- have the ability to work well within a team
- promote Sandringham's ethos and values

**What can we offer you?**

- The opportunity to work with excellent students whose behaviour is exemplary
- The chance to work in a positive, welcoming and forward-thinking community where blended learning is seamlessly integrated into teaching and learning
- A dedicated staff who are enthusiastic and who want the best for students
- Coaching provision for all those new to the school
- A state of the art learning campus which is fully resourced
- Staff can benefit from the school's children of staff admission rule
- Cycle to work scheme which is part of the school's sustainability strategy
- We have recently been awarded the MIND Bronze Wellbeing Accreditation and are committed to supporting the mental, physical and emotional wellbeing of staff and students in the school.

Sandringham School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/or with protected characteristics, to apply.

Sandringham is part of the **Alban Academies Trust**. The school leads the **Alban Teaching School Hub** and is also a designated **Computing Hub**.

**Application deadline: Friday, 14<sup>th</sup> April 2023**

Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate. Full details are available from our website [www.sandringham.herts.sch.uk](http://www.sandringham.herts.sch.uk) or [www.teachinherts.com](http://www.teachinherts.com). Applications should include a completed AAT Support Staff Application Form, together with other documentations if deemed relevant to the post, and sent to: Lukey Lee, HR Administrator, Sandringham School, The Ridgeway, St Albans, AL4 9NX, Tel 01727 799560.

Email [appointments@sandringham.herts.sch.uk](mailto:appointments@sandringham.herts.sch.uk)



Sandringham School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and references. We are strongly committed to promoting equality of opportunity and the elimination of unlawful discrimination.