May 2022

Post : Data Manager

Line Managed By : Assistant Headteacher

Line Manager of : None

Working hours : 37 hours per week Full time or Term time only

Salary : Band 6, point 9 to 13 (£21,841 to £25,481) full time

 or (£19,701 to £22,985) term time

Dear Sir or Madam,

Thank you for taking the time to find out about the vacancy within our Data and Assessment Team.

Mayfield School is undergoing a period of expansion from a 1000 place secondary school to a 1540 place ‘all through school’. The key milestones to date have been:

In September 2012 we opened a 60 place pre-school and nursery on the school site which has been judged as “outstanding” by OfSTED. Staff members are guaranteed access to this very popular and highly oversubscribed facility.

In July 2013 Mayfield School secured approval from Portsmouth City Council to extend our age range from 11-16 to 4-16 and become the city’s first ‘all through’ school and one of only a handful of state, single site, ‘all through’ schools in the country. With this change in status, the school has undertaken a significant building programme drawing on over £4 million in additional capital.

In September 2014, we welcomed the first intake into our primary section and became one of the most oversubscribed (5 applications per place) schools in the city, with 60 pupils joining us, many of whom were in our pre-school. Each year the school will continue to admit 60 pupils into Year R (plus 30 into Year 3) until the primary section fills by 2020 and the school reaches its maximum capacity of 1540 pupils across all phases.

In September 2016, Mayfield was inspected by OfSTED and was judged as ‘good’ in all areas. In particular, inspectors noted:

 *“A comprehensive staff training programme has been the key driver in improving teaching in classrooms over the last two years”;*

*“The behaviour of pupils is good. The school runs smoothly on a day to day basis with a clear code of conduct”;*

*“Across the school, pupils benefit from positive relationships with their teachers”.*

Most recently, Mayfield has been successful in its bid for priority school building project (PSBP) funds which has resulted in the construction of a ‘state of the art’ purpose built ‘all through’ school on the East Field of the current site. Work started in November 2019 and we moved in at the start of this academic year.

With the move into the new building, we are looking to appoint a full time Data Manager to lead on the collection, analysis and reporting of data throughout the school. In time, we expect that the person appointed will deputise for the SIMS/Examinations Manager and Network Manager – full training will be given for this.

The person appointed will play a key role in maintaining our current systems as well as researching and embedding new packages and ways of working. Additionally, we are also seeking to recruit a trainee data manager who will support the data manager in all aspect of their work – therefore an element of this role will centre around training others.

The successful candidate will be digitally literate, numerate and inquisitive. They will either have a strong understanding of school data packages and SIMS or be prepared to undergo extensive training on these pieces of software.

To apply for this post, please complete an application form and email to Mrs. Lynne Hollis, PA to the Headteacher, on hollis@mayfield.portsmouth.sch.uk by 4:00pm on Wednesday 25th May 2022.

Thank you for taking the time to find out the exciting changes taking place at our school.

Best wishes,



Mr. David Jeapes - Headteacher