



Trust Data Manager

Worthing High School
Recruitment Pack
November 2025





Welcome

Thank you for your interest in joining South Downs Education Trust. As a cross-phase multi-academy trust based in the heart of West Sussex, we are proud to offer a unique blend of pastoral care and high-quality, inclusive education. We believe every child and young person reaches their full potential - regardless of their starting point. Our core values guide everything we do:

- **Community** – By working as one, we share expertise and achieve more for our schools.
- **Resilience** – We prioritise the wellbeing of students and staff, fostering a culture of care, balance, and strength.
- **Integrity** – We act with honesty and stay true to our values in all that we do.
- **Respect** – We celebrate individuality and encourage everyone to bring their unique strengths and perspectives.
- **Excellence** – We are committed to delivering the very highest standards in education.

We are excited to welcome passionate and dedicated professionals who share our vision and values. Whether you are at the start of your career or looking for your next challenge, South Downs Education Trust offers a supportive, ambitious, and collaborative environment where you can truly thrive. We look forward to the possibility of welcoming you to our team.

Warm regards

Pan Panayiotou

Chief Executive Officer South Downs Education Trust





Welcome

Thank you for your interest in joining Worthing High School. As Headteacher, I am proud to lead a vibrant, inclusive and ambitious community where every student is supported to achieve their very best.

At Worthing High School, we believe in high standards, mutual respect and a relentless focus on both academic excellence and personal development. Our dedicated staff team works collaboratively to provide a rich curriculum, a wide range of opportunities beyond the classroom and a culture where wellbeing is valued for both students and colleagues alike.

We are a school rooted in strong values: **Community, Resilience, Integrity, Respect and Excellence** and these principles guide everything we do. We are committed to developing both our students and our staff, offering professional growth, trust and the chance to make a lasting impact.

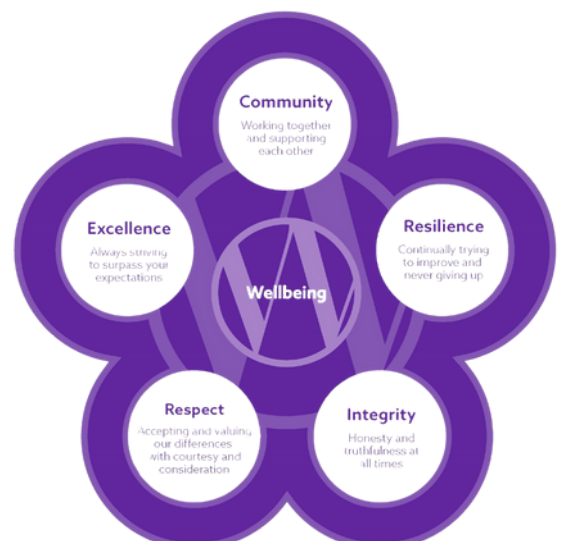
I hope this pack gives you a clear sense of our vision and ethos. We look forward to welcoming talented, motivated professionals who share our commitment to making Worthing High School the very best it can be for every student.

Warm regards

Adrian Cook

Headteacher

Worthing High School





Job description

Job title	Trust Data Manager
Salary	NJC GRADE 9, points 25-28 £36,363-£39,152
Location	Trust-wide, based at Worthing High School Full-Time, all year round contract
Contract	8.00am – 4pm (3.30pm Friday) 37 hours per week with 30 minutes for lunch

Role description

The Trust Data Manager leads the development and management of the Trust's Management Information Systems (MIS) (currently SIMS) and associated data platforms and ensures accuracy, security, and accessibility of data to support high-quality decision-making and compliance. It involves supporting senior leaders and teaching staff with meaningful analysis to drive student outcomes. The role includes overseeing data compliance as the Data Protection Officer, managing assessment cycles, leading statutory reporting and line managing key administrative staff.

Qualifications and Experience

- **Essential**
 - Degree or equivalent qualification (data protection qualification desirable).
 - Proven experience managing MIS systems (SIMS, Arbor, Bromcom, etc.).
 - Strong understanding of GDPR, statutory reporting, and data compliance.
 - Advanced Excel and data analysis skills; knowledge of Power BI or Tableau.
 - Leadership and staff training experience.
 - Excellent communication and organisational skills.
 - A proactive, detail-oriented leader with strong technical and analytical skills.
- **Desirable**
 - Recognised GDPR or data protection certification (ICO, IAPP).
 - Experience in a multi-school or Trust environment.
 - Familiarity with secondary education systems and accountability measures.
 - Experience managing statutory data returns and timetable processes.

About us

South Downs Education Trust (SDET) is a dynamic and growing Multi-Academy Trust (MAT) committed to delivering exceptional educational outcomes across our schools. Currently comprising two schools, we have ambitious plans to expand by incorporating at least two additional schools in the near future. We are seeking a skilled and proactive People Manager to drive our people strategy and support our growth.



Key Responsibilities

1. MIS & Data Management

- Lead the Trust-wide MIS strategy, ensuring consistency and efficiency across schools.
- Manage and quality-assure all student, staff, and assessment data.
- Oversee day-to-day MIS use (SIMS, 4Matrix, etc.), ensuring accuracy, security, and effective user access.
- Support timetable setup, admissions, and leavers' processes.
- Collaborate with Exams Officers to manage entries, results, and analysis.

2. Data Analysis & Reporting

- Produce clear, insightful reports for senior leaders, Trustees, and external agencies.
- Analyse progress and attainment trends using MIS tools.
- Develop dashboards and visual reports to support strategic planning.
- Manage assessment and reporting cycles to ensure timely and accurate outputs.

3. GDPR & Compliance

- Act as, or support, the Trust's Data Protection Officer.
- Ensure full compliance with GDPR and UK data protection legislation.
- Lead data protection training, audits, and incident management.
- Manage subject access requests (SARs), FOI requests, and data breaches.

4. Statutory Returns & Data Quality

- Oversee accurate, timely completion of school and workforce census returns.
- Maintain data integrity and compliance across all schools through audits and validation.
- Support inspection readiness and external data reviews.

5. Leadership & Innovation

- Line-manage and develop data and administration teams.
- Provide MIS and data-related training across the Trust.
- Collaborate with senior leaders in Education, HR, Finance, and Safeguarding.
- Drive system innovation, integration, and automation to improve efficiency.
- Lead MIS onboarding and data alignment for new Trust schools.

Safeguarding & Health and Safety

- Safeguard and promote the welfare of learners through secure data practices.
- Adhere to Trust safeguarding, health and safety, and data protection policies.
- Maintain an enhanced DBS check.

What We Offer

- A unique opportunity to shape the people strategy of a growing Multi-Academy Trust.
- A collaborative and supportive working environment, with access to senior leadership and decision-making processes.
- Opportunities for professional development and career advancement.
- The chance to make a lasting impact on the lives of staff and students.
- Competitive salary package and benefits aligned with sector standards.



Benefits

- A friendly and supportive environment.
- The opportunity to work with well-motivated students and supportive parents and staff.
- A location on the coast very close to main line railway services and road networks.
- Free well-being and medical support cover.
- The opportunity to be part of the South Downs Education Trust MAT.
- Free use of our fitness suite.

How to apply

If you feel you have the necessary skills for this position and would like further information, an application form and job description can be downloaded from the links provided on the school website at www.worthinghigh.net/vacancies.

Completed application forms should be sent to Mr Adrian Cook, Headteacher at Worthing High School at vacancies@sdetrust.net.

Closing date for applications is Friday 14 November 2025 at 9am, an early application is advised as we reserve the right to close the vacancy early if sufficient suitable applications are received.

NOTE FOR RECRUITMENT AGENCIES: We prefer to hire people directly but we do have a preferred supplier list for when we need a helping hand. We will be in touch if we need you.

Please note, because of the nature of this job, if you are successful in your application, you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences. We will also complete media searches as part of due diligence and safeguarding checks in line with KCSIE guidance.

- South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR
- We recognise continuous service from academy/non-academy schools