



Kettering Buccleuch Academy

The best in everyone™

Part of United Learning

Welcome to Kettering Buccleuch Academy

APPLICATION PACK

Data Manager

Salary: £35,000 - £40,000FTE

Hours: 37.5 hours per week, 42 weeks per year

Start Date: September 2026

Closing Date: 11th June 2026

An Academy of Excellence and Character



Respect ■ Ambition ■ Determination

Kettering Buccleuch Academy is seeking to appoint an enthusiastic and ambitious Data Manager

We are looking for a high calibre, highly motivated, skilled professional to lead our data team. You will provide high quality data to support leaders in the academy to obtain the best possible outcomes for students.

Kettering Buccleuch Academy is part of United Learning, a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education, so that all young people can make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – high quality staff such as you.

Kettering Buccleuch Academy is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments. The post will be subject to an enhanced DBS Disclosure.

The successful candidate will fully embrace our values of Respect, Ambition and Determination, and will have a working knowledge of how these will apply within an academy context and within the role itself.

“Staff know that their wellbeing and professional development are a priority. Staff value the professional learning they receive from the school, the trust and from pursuing wider leadership qualifications. For example, leaders hear their voice when they make decisions about training and professional development.”

(Ofsted, February 2026)



A Message From The Principal



Dear Colleague,

Thank you for considering Kettering Buccleuch Academy as the next step in your career. We are delighted that you are exploring the opportunity to join our team, and we believe that becoming part of KBA will be a truly rewarding experience.

Here at KBA, we provide a first-class education for children and young people in Kettering and the wider area. Our culture is one of hard work, continuous engagement and care. Every student has the support they require to give of their best every day and every student knows that we share in their aspirations. We also believe that continual development of our dedicated staff and a focused and consistent Teaching and Learning approach will bring about the necessary rewards for our students.

Kettering Buccleuch Academy is proud to be part of **United Learning**, a nationwide network of academies, primary schools, and independent schools. Our shared motto, "*The Best in Everyone*," reflects our commitment to excellence and to helping every individual reach their full potential.

The safety and wellbeing of our students is at the heart of everything we do. We work together to provide every student with the best opportunities, focusing on character education to build confidence and resilience so they can achieve their goals and aspire to be the very best they can be. We strive to be exceptional in all that we do at KBA and firmly believe excellence is a habit. Every one of us has untapped potential. We encourage and support each other to unleash this potential to bring out the best in everyone. We recognise that as individuals we are strong but understand that together we are stronger. We celebrate the diverse nature of our community and work in harmony to achieve our vision.

At KBA, trust is fundamental. We trust our staff to perform their roles with professionalism while maintaining a healthy balance between work and personal life. You will find many initiatives to support staff wellbeing as you progress in your career with us.

Thank you for considering Kettering Buccleuch Academy - together, let's bring out "the best in everyone".

Chloe Buckenham
Principal

“Our school is a beacon for our community. I am so proud of KBA and all that it stands for. The Leadership Team has ensured that the school remains an important part of the community.”

(Staff Survey, November 2025)

Why Work For Us?

Since becoming an academy in September 2009, Kettering Buccleuch Academy has seen many exciting changes. We are an all-through academy catering for students aged 4-18. We moved into our new, purpose-built building in January 2013. The academy continues to go from strength to strength, with happy and motivated staff, a supportive culture and plenty of opportunities for personal growth with our excellent staff CPD offer. We offer a range of benefits including our wellbeing and workload manifesto, Health Cash Plan, covering healthcare, lifestyle and retail benefits, and an on-site gym which is free for all staff to use.

Our pledge to all our academy staff, is that by working for us you will benefit from more pay, more time, and more support. We offer the best pay in the sector, three extra INSET days for planning, a genuine flexible working approach considered, guaranteed personal days, great training for your career, and more.

We are proud to be Pearson Silver Award Winner (2023) in the category of Secondary School of the Year. We were delighted to achieve this recognition for our students, parents and staff.

The leadership of the school is highly focused on creating an environment in which teachers can focus on their core role: to deliver excellent lessons. The student behaviour system is simple, easy to administer in lessons, and takes the burden away from teachers.

“Leaders consider the workload of staff. They have ensured that staff can work in a flexible way, which many appreciate.”

(Ofsted, February 2026)



Our Vision

“To foster an inclusive community where every student thrives, enriches their skills and character, and achieves academic excellence.”

Our Mission

“We are a flagship for all academies. Our educational environment is safe, stimulating, positive and supportive. We believe hard work equals success.”

Our Values

At Kettering Buccleuch Academy, we are committed to providing a friendly and safe environment for all pupils/students. Our values are at the heart of everything we do, and we strive to instil them in our students through our daily interactions, policies and practices.

We are committed to providing excellent education through which all pupils are able to progress, achieve and go on to succeed in life. Our approach is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people, supporting colleagues to achieve excellence and acting with integrity in all our dealings within and beyond our community, in the interests of young people everywhere. We summarise this ethos as ‘the best in everyone’.

This ethos underpins our core values:

RESPECT

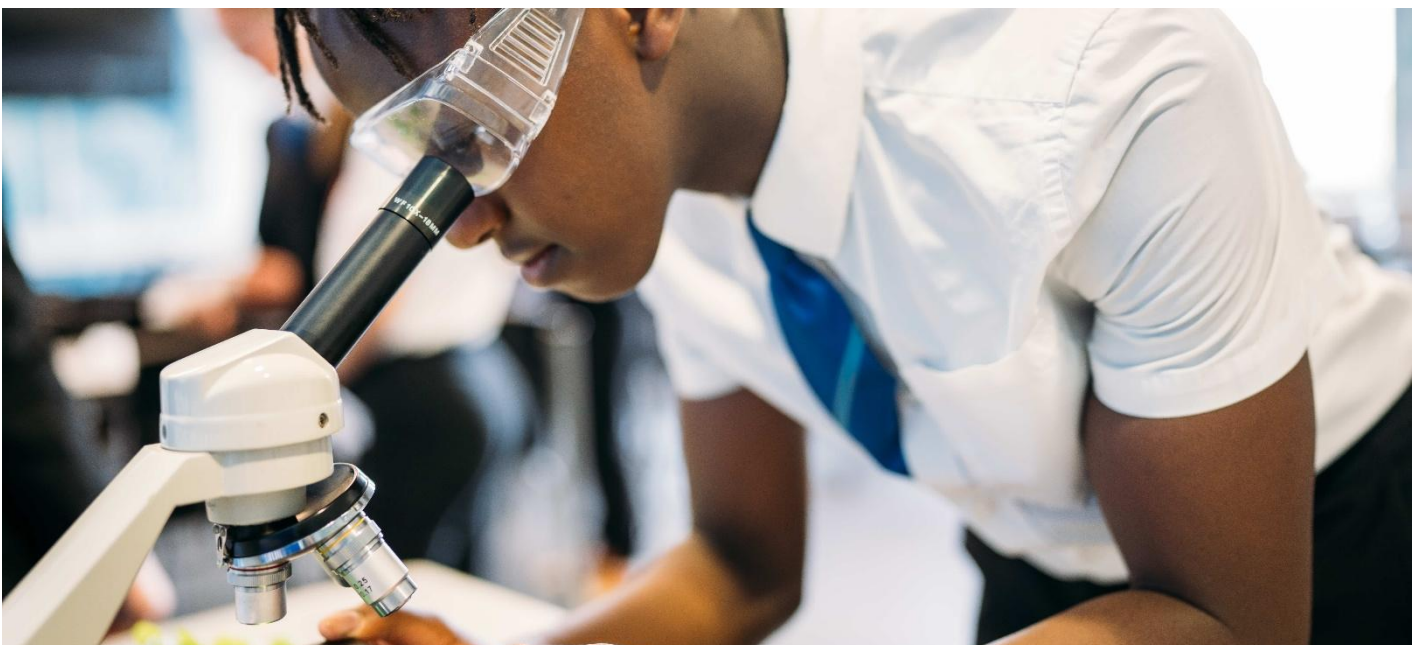
A quality shown through thinking and acting in a positive way about yourself and others.

AMBITION

A strong desire to achieve something.

DETERMINATION

The ability to continue to try, although it may be difficult.



A School of Character

Kettering Buccleuch Academy's Character Development Programme is delivered through the curriculum, assemblies, tutor time reading, PSHE and many other facets.

The Character programme is based on our core values of respect, ambition and determination.

At Kettering Buccleuch Academy we understand that there is more to a good education than just academic success. Our school aims to develop character, compassion and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.

We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life. We are therefore committed to providing all our students with a broad and balanced curriculum as well as cultural and social experiences that broaden horizons and support the development of character.

We fundamentally believe in nurturing talent within our staff body. Our in-house Continuous Personal Development Programme focuses on developing teaching and learning practices and techniques to ensure we become the best possible practitioners in the classroom. Further, we actively support staff in their CPD and ensure all leaders have formal leadership training through avenues such as the United Learning Leadership Development programmes as well as the National Professional Qualifications. Alongside this, we create succession planning for future senior positions.



Part of United Learning

Kettering Buccleuch Academy is part of United Learning; a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

As a group, we can reward our staff better: with good career opportunities, better pay, benefits, and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing and our academies each have at least eight INSET days per year (with three of those solely dedicated to planning), and an ongoing group-wide wellbeing programme. It's an ethos we call 'the best in everyone'.

“Warm, respectful relationships between staff and pupils are noticeable. This creates a positive and nurturing atmosphere, particularly in the primary phase.”

(Ofsted, February 2026)



“The staff and students at KBA make it a special place to work.”

(Staff Survey, November 2025)

About Northamptonshire

Kettering Buccleuch Academy is situated within close reach of Kettering town centre. Kettering is a historic market and industrial town located in North Northamptonshire. It has great transport links direct into London by train in about an hour. It also has direct access to the A14, linking it with the A45 and M1. There is a wide range of attractions both in the town and the surrounding county, such as:

- Museums and theatres – Kettering Museum and Art Gallery, The Lighthouse Theatre, The Royal and Derngate
- Manor houses and gardens – Boughton House, Kirby Hall, Rockingham Castle
- Great retail outlets - Rushden Lakes
- Excellent value for your money on houses and flats
- Historic surrounding market towns and villages with local markets
- Variety of cycleways - Cycle Northants
- Wide range of country walks to take you away from the pressures of modern living
- Parks, lakes and water sports – Wicksteed Park, Stanwick Lakes
- Great sporting scene – Northampton Saints, Northamptonshire County Cricket Club & Kettering Town Football Club
- Picturesque golf courses – Kettering Golf Club
- Beautiful parkland and forests
- Canals and rivers



Wicksteed Park



Kirby Hall



Northampton Saints



Royal and Derngate Theatre



Boughton House

Job Description and Person Specification

Job Description – Data Manager

Kettering Buccleuch Academy is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments.

Reporting to:

Member of SLT (Senior Leadership Team)

Job Purpose

- To provide high quality data to inform whole school strategic decision making
- To manage the academy's Management Information, Data and reporting system ensuring that the information is current and readily available
- To manage the academy's Census return to the LA ensuring that data is accurate and the return is quality assured
- To manage monthly pupil data returns
- To manage the electronic transfer of pupil information
- To assist in the implementation of the academy's Information Systems Strategy
- To implement United Learning's policy and processes on GDPR, ensuring compliance across the academy
- To undertake specific projects relating to information management as directed by the Principal or Senior Team
- To support the development of the use of data and the development of data systems to inform teaching and learning activities in order to raise achievement

Professional Responsibilities

- To provide accurate and accessible data to a range of stakeholders including students, parents, staff and governors;
- To provide senior and middle leaders with data to inform their decision making;
- To use data to identify areas of under-performance within the academy;
- To develop the data systems and methods of data capture within the academy;
- To develop an annual assessment and reporting cycle;
- To manage any reporting of data to United Learning, the Local Authority, the government and any other agencies;
- To manage bookings for all parents' evenings;
- To work with staff to enable their data needs to be met;
- Lead and manage the full Arbor administrative software suite modules (e.g. Pupil, Academic, Reporting) ensuring that upgrades or system changes are managed within specific deadlines. To have an overview of all other systems which interface with Arbor ensuring that efficiency is maximised and duplication of effort minimised;
- Lead, proactively advise, offer in-house training and encourage the use of Arbor and all other systems interfacing with Arbor across the academy;
- Audit and develop a programme of staff training needs for Arbor modules;
- Assist in the evaluation of software or any systems changes being considered including the evaluation of the impact on staff time and efficiency;
- Assist in the planning, implementation and installation of software upgrades for Arbor or any other administrative software package linked to Arbor, ensuring that academy staff are notified of all changes;
- Work with the IT Systems Manager to ensure a seamless approach to Arbor software management, implementation and development;
- Implement validation routines to ensure that all systems which interface with Arbor modules contain current information with full data integrity and to support the Assistant Principal with the entry and validation of data on the Nova system;
- Undertake relevant training on system upgrades or new systems installed as required and cascade this training to colleagues;

- To have oversight of academy policies, their review dates and ensuring that appropriate updates are made by the person responsible for those policies.

Management of School Census & Other Data Submissions

- Manage the submission of the termly School Census to the LA from commencement to completion;
- Liaise with the Data Manager and senior staff for the provision of the information required to complete the return keeping them advised of key deadlines and milestones;
- Ensure that adequate and up to date procedure notes are in place for all core systems which detail links to key members of staff and demonstrate the entire census completion process are in place and updated as necessary;
- Act as academy lead contact for external bides such as the DfE, EFA, LA in relation to the School Census returns and all other data submissions;
- Validate and quality assure the academy census submission and prepare it for sign off by the relevant senior member of staff;
- Support other administration staff with submissions to the LA by AVCO, ensuring that data integrity and confidentiality is maintained at all times.

Pupil Data Management

- Manage the monthly return of pupil data to the LA ensuring compliance with all deadlines set;
- Manage the creation and set up of the new academic year, NT6 and administrative management of student curriculum;
- Liaise with curriculum leaders, Heads of House and the Principal's PA to ensure the acquisition of all information regarding pupil changes and admissions and to ensure that all changes and admissions are recorded on the system in a timely basis in accordance with pre-determined deadlines;
- Deal with all queries on monthly pupil data submissions, liaising with the LA as necessary;
- Submit returns using the AVCO file transfer software;
- Manage the electronic transfer of pupil data with regards to all new admissions, withdrawals and lost pupils;
- Liaise with other schools with regard to the electronic transfer of pupil information ensuring complete data integrity and confidentiality;
- Administer 'lost pupils' on academy systems and refer to the lost child website as necessary;
- Ensure hard copies of the admissions register are made on a termly basis and stored securely;
- Make changes to the admissions register once authorised by the Principal in accordance with the academy's Pupil Admissions Policy.

School Timetabling

- Support the Vice Principal and Assistant Principal with all aspects of academy timetabling and academic data input to relevant systems.

GDPR / Freedom of Information

- Assist, advise and train colleagues on the requirements of GDPR (and subsequent revisions);
- Implement and maintain systems in support of an annual whole school audit of GDPR compliance;
- Advise senior colleagues immediately of any breaches of GDPR;
- All work must be carried out in accordance with GDPR and subsequent legislative changes;
- Ensure that all requests for information under the Freedom of Information Act are managed in the appropriate manner.

Performance Management

- To take part in the academy's staff development programme by participating in arrangements for further training and professional development;
- To continue personal development in the relevant areas, including subject knowledge and teaching methods;
- To actively engage in the Performance Development Review process.

Knowledge, Skills and Experience

- To keep up to date with developments relating to your area;
- Develop and maximise the use of ICT;
- Review and maintain your own professional practice through agreed development activities;
- Ensure statutory requirements are met;
- Ensure a secure knowledge and understanding of all academy policies and procedures.

Academy Policy

- To help implement academy quality procedures and to adhere to those;
- Where appropriate, to communicate and cooperate with persons or bodies outside the academy;
- To follow agreed policies for communication in the academy;
- Support the academy vision and ethos.

Personnel

- To work as a member of a designated team and to contribute positively to effective working relations within the academy.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff at Kettering Buccleuch Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive academy and strive to be a learning, caring and thriving institution.

We take the safeguarding of students and staff seriously at Kettering Buccleuch Academy. All staff are expected to support this ethos.

Signed: _____

Job Holder

Date



Kettering Buccleuch Academy

The best in everyone™

Part of United Learning

Telephone

01536 515644

Email

enquiries@kba.uk

Website

<https://kba.uk/>

Address

Kettering Buccleuch Academy

Weekley Gleve Road

Kettering

NN16 9NS



Respect ■ Ambition ■ Determination