



SIKH ACADEMIES TRUST
Faith Inspired Education

Sikh Academies Trust

Candidate Information pack



Data and Communications Lead

Executive Headteacher Welcome

Dear Applicant

Thank you for your interest in joining Sikh Academies Trust (SAT). We are a thriving community of schools where faith-inspired education leads to academic excellence and social responsibility.

SAT is at an exciting stage of growth. Our schools, Khalsa Primary School (graded Outstanding) and Pioneer Secondary Academy (graded Outstanding and Good in all areas), are both oversubscribed with increasing pupil numbers. This success is a testament to the trust our families place in us and our staff in providing a dedicated and quality education.

We pride ourselves on being a diverse workforce and warmly welcome pupils and staff from all faiths and none. Our vision is to nurture well-rounded individuals who demonstrate academic excellence, social responsibility, and are spiritually grounded. We provide a holistic education underpinned by the three pillars of Sikhism:

- Kirat Karna (working with honesty and integrity)
- Vand Chakna (sharing selflessly with others)
- Naam Japna (internalising God's Name with every breath)

We believe there is no glass ceiling for our pupils or our staff. We uphold the highest standards of behaviour to create a purposeful environment where learning flourishes. To support this, we embrace digital innovation to equip our community with the tools necessary to excel in an ever-changing world.

As Executive Headteacher, I am committed to empowering staff at all levels. We offer a supportive executive leadership team, a culture of professional development, and a welcoming environment where everyone feels valued.

We hope you feel inspired by our values and look forward to the possibility of you joining us on this exciting journey.

Harmeet Sahota

Executive Headteacher of Sikh Academies Trust



About Sikh Academies Trust

Role: Data and Communications Lead

Start date: September 2026

Apply by: July 2026

Salary: Competitive

The role

The Data and Communications Lead will serve as the Trust's subject-matter expert for our Management Information System (MIS) and all interconnected educational databases. You will oversee the day-to-day management of the school's data, curriculum timetabling, and communications

The successful candidate will ensure that accurate, timely, compliant, and highly secure information is readily available to senior leadership teams, teaching staff, governors, and external statutory bodies.

About us

The Sikh Academies Trust (SAT) was established in December 2020 and is based in Slough. The Trust is on an exciting journey, overseeing two faith-inspired schools: Khalsa Primary School, rated Outstanding by Ofsted (July 2023), and Pioneer Secondary Academy, which joined SAT in May 2022, rated Outstanding and Good in all areas by Ofsted (September 2024). Discover more about our achievements by exploring our [Celebrating Success](#) booklet.

What Ofsted says

KPS: Inspectors praised our pupils, who "consistently behave with great maturity and kindness towards each other", and the strong relationships between staff and children.

PSA: Inspectors praised our "calm and purposeful" atmosphere, strong relationships, and pupils' positive attitudes to learning.

A place to grow and thrive

We welcome you to join a dedicated team where wellbeing and high aspirations meet, ensuring a supportive environment where both our staff and our students can thrive.

Key Responsibilities

Data Management & Quality Assurance:

- Act as the lead administrator and subject-matter expert for SIMS and all connected third-party systems. Maintain, clean, and manage the MIS to ensure absolute data integrity.
- Manage curriculum assignments, course memberships, teaching groups, forms, and student set changes.
- Configure marksheets, templates, aspects, and grade sets. Open and close data collections in line with the school's assessment calendar.
- Plan and execute end-of-year procedures, including academic year creation, year group promotion, admission group setup, and system roll-over.
- Maintain third-party integrations and data flows (e.g., Wonde, 4Matrix, parental communication apps) and written procedure notes for all key recurring tasks.

Data Collection, Reporting & Analysis

- Run termly data drops end-to-end. Set deadlines, monitor completion, chase non-returns, and escalate issues to line managers where necessary.
- Carry out in-depth analysis of attainment and progress data across all Key Stages. Present clear findings to SLT, middle leaders, and governors.
- Deliver mock exam analysis, target setting, and projections. Prepare the annual external results analysis (GCSE / A-Level) for presentation on the first working days following results release.
- Maintain 4Matrix (or successor platforms) regarding class lists, cohort uploads, and exported datasets. Build dashboards and automated reporting to minimize manual spreadsheet work.
- Produce appraisal data, risk register and other SLT-commissioned datasets.

Timetabling & Admissions

- Build and maintain the whole-school timetable using NovaT, including alternate curriculums and the school calendar.
- Support option block construction for Years 9, 10, and 12, managing class assignments and teacher requirements.
- Process Common Transfer Files (CTFs), import prior attainment data, and assign UPNs and candidate numbers. Set up new students on the curriculum, forms, and groups, supporting both in-year admissions and the Year 6 to 7 transition.

Compliance, Admissions & Support

- Lead all School Census returns and DfE performance table verifications.
- Provide first-line SIMS troubleshooting, deliver training, and maintain process documentation.

Marketing, Communications & Brand

- Line Management: Line manage and develop the Marketing team to maintain high standards of central output.
- Communication Strategy: Develop, implement, and monitor the Trust's internal and external Communication Strategy.
- Publications & Media: Produce and distribute weekly bulletins and newsletter

Systems & Helpdesk Support

- Helpdesk Management: Oversee operations and resolve tickets for central SAT helpdesks, producing weekly reports.

Strategic Reporting & Governance

- Executive & LAB Reports: Coordinate and prepare reports for the Executive Headteacher, Finance, Audit & Risk (FAR) committee, Facilities/Health & Safety, and Local Advisory Boards (LABs).
- Risk Register: Maintain and update the strategic Risk Register, collaborating with operations and data staff.
- Stakeholder Surveys: Design, run, and analyse pupil, parent, staff, and central team surveys to deliver actionable feedback.

Operations & Wellbeing Coordination

- Trust Calendar: Manage and coordinate the master SAT calendar.
- Wellbeing Lead: Serve as SAT Wellbeing Lead and integrate staff wellness initiatives into the annual calendar.

General Responsibilities

- Support the central team with the development and implementation of projects as required.
- Attend and participate in staff meetings, training and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures.
- Maintain own continuing professional development, keeping up to date with legal requirements and relevant HR developments.

Person Specification

Criteria	Essential	Desirable
Qualifications	• Educated to A Level standard or equivalent • GCSE grade 4/C or above in Mathematics and English	• Degree or equivalent • Level 3 mathematics or computing qualification
Skills & Knowledge	• Strong analytical and problem-solving skills • Meticulous attention to detail • Ability to explain data clearly to non-technical colleagues • Excellent written and oral communication.	• Experience building or improving systems rather than only operating them
Technical Skills	• Advanced Excel (lookups, pivot tables, text and string functions) • Ability to master new systems quickly • Excellent skills using Google workspace	• Scripting or automation (Apps Script, Python, VBA, APIs) • Dashboarding tools (Power BI, Looker Studio)
Skills & Knowledge	• Strong analytical and problem-solving skills • Meticulous attention to detail • Ability to explain data clearly to non-technical colleagues • Excellent written and oral communication.	• Experience building or improving systems rather than only operating them

Personal Qualities	• Self-directed; manages a complex workload from start to finish with minimal supervision • Calm and accurate under deadline pressure • Absolute discretion with confidential information • Confident holding colleagues to deadlines, including senior staff. • Excellent communication skills. • Exceptional organisation skills. . • Experience of using and managing a helpdesk system • Commitment to safeguarding and promoting the welfare of staff and children.	• A collaborative mindset with a willingness to visit different school sites to build relationships with school leadership teams. • The ability to triage information
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Equality & Diversity

The Trust welcomes applications from individuals from diverse backgrounds and is committed to ensuring representation that reflects the local community.

How do I apply for the role?

Further information and an application form can be found on our website: www.sikhacademiestrust.com. For more information, or to arrange a visit to the school (encouraged), please contact hr@sikhacademiestrust.com. Applications will be shortlisted and interviewed at the earliest opportunity. Early applications for this post are recommended.

SAT is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS record check.

SAT reserves the right to interview and appoint this position ahead of any advertised application closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

Outcomes

Pioneer Secondary Academy

Indicator	PSA	National
Attainment 8	49.8	46
% 9 – 5 in English and Maths	55.40%	45.40%
% EBacc achieved (9 – 5)	8%	19%
% EBacc achieved (9 – 4)	17%	26%
% EBacc entered	24%	41%
EBacc average point score	4.15%	4.08%
% 9 – 5 English	73.50%	60.40%
% 9 – 5 Maths	59.00%	51.20%
% 9 – 4 English	80.70%	74.30%
% 9 – 4 Maths	79.50%	69.80%

Khalsa Primary School

	Khalsa Primary School 2023-2024	National 2023-2024	Khalsa Primary School 2024-2025	National 2024-2025
RW&M Combined				
% of pupils achieving the expected standard	81%	61%	85%	62%
Reading Combined				
% of pupils achieving greater depth	13%	8%	13%	8%
Reading				
% of pupils achieving the expected standard	88%	74%	93%	75%
% of pupils achieving greater depth	43%	28%	52%	33%
Writing				
% of pupils achieving the expected standard	90%	72%	90%	72%
% of pupils achieving greater depth	19%	13%	18%	13%
Maths				
% of pupils achieving the expected standard	88%	73%	93%	74%
% of pupils achieving greater depth	51%	24%	37%	26%
GPS				
% of pupils achieving the expected standard	90%	72%	94%	73%
% of pupils achieving greater depth	62%	32%	54%	30%

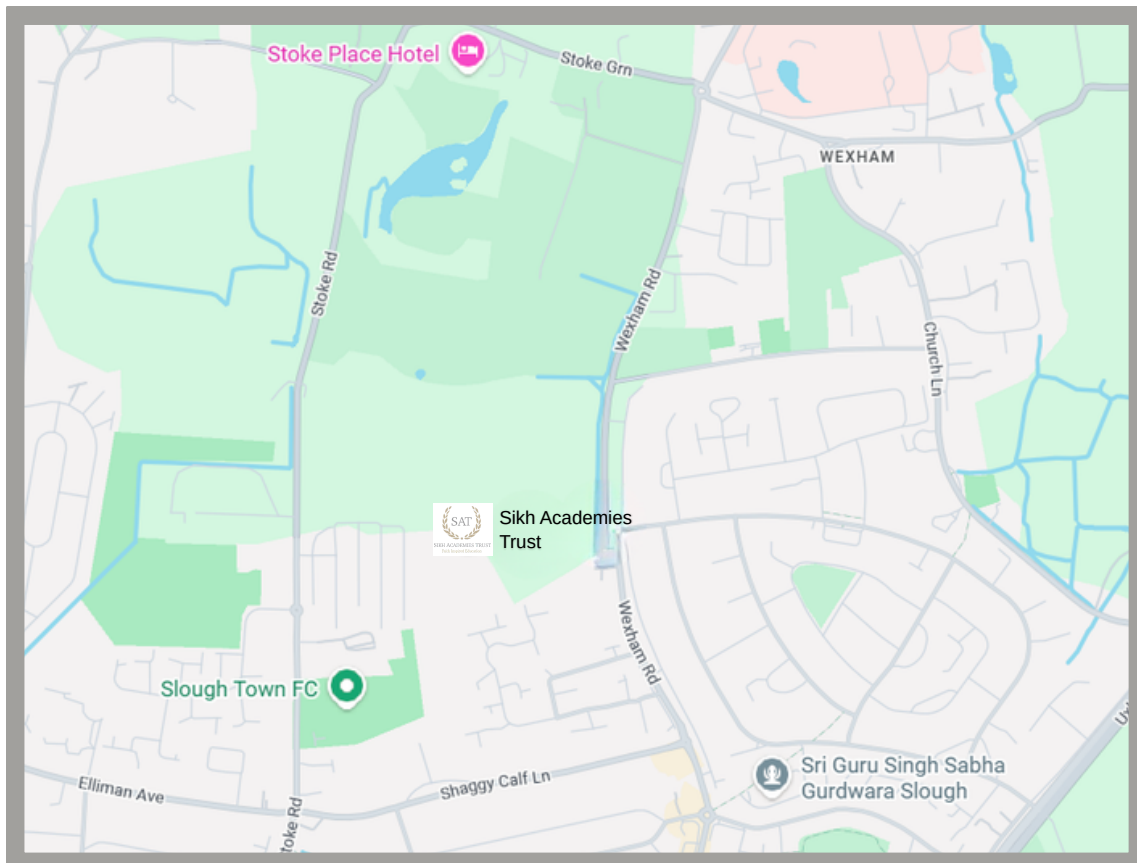
Our values

Underpinned by Sikh ethos that is built upon the three pillars of Sikhism; Kirat Karna, Vand Chakna and Naam Japna representing principles that are important to people of all faiths and no faith

				
INTEGRITY	SERVICE	COMMUNITY	LEARNING	INNOVATION
We do the right things and do things right	We speak with respect and act kindly with compassion towards a collective good	We foster a diverse, inclusive community through positive collaboration and fun	We are committed to learning through curiosity, wisdom and knowledge	We stretch towards excellence and challenge ourselves to achieve with determination



SIKH ACADEMIES TRUST
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