



Information for Prospective Candidates



Gildredge
House

An Ofsted
GOOD
School



AUGUST 11 2023

Gildredge House

Position: Data Manager

35 hours per week

Deadline: Please see website for closing date

An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Data Manager**. We hope this pack is informative and useful but if you require any additional information or have questions, please contact careers@gildredgehouse.org.uk

CLOSING DATE: Please see website for closing date

START DATE: As soon as possible following all recruitment checks

INTERVIEWS: In the week following the closing date

HOURS OF WORK: 35 hours per week, 52 weeks per year, with 26 days' paid holiday plus Bank Holidays

Please note: applications will be screened and interviews may be offered before the closing date.

- Do you have excellent statistical and analytical skills?
- Do you have a high level of attention to detail and accuracy when compiling reports?
- Are you able to communicate effectively, professionally and in a friendly manner with staff, students, parents, and external agencies?
- Can you resolve problems and find the best solutions in data management?
- Do you have the ability to use a variety of IT systems to improve process and impact?

If the answers are yes to these questions, Gildredge House wants to hear from you.

We are seeking to appoint an experienced Data Manager for this role in our busy and thriving school. You will have the ability to work autonomously and be proactive in all areas of responsibility.

You will work with the Deputy Head, for Quality of Education, as well as with the Heads of School for Primary and Secondary, to oversee and maintain the school's use of strategic and operational data.

Our school motto: 'Aspire'

Starting Salary: Two-point salary range starting at point Grade 8 point 20 on the Gildredge House Support Staff Scale for 2022-2023: £25,936 (FTE), £24,534 pro rata, rising to Grade 8 point 22 with a current FTE of £27,858, £26,352 pro rata.

Contract: 35 hours per week, 52 weeks per year (weeks per year may be negotiable for best candidate) with 26 days' paid holiday, plus Bank Holidays. The school is enrolled in the Local Government Pension Scheme and also offers free onsite parking and opportunities to train and develop.

If you are interested in this position, please download the Application Pack on our website.

Please complete the Application for Employment form and return to careers@gildredgehouse.org.uk no later than 9 a.m. on the closing date - please see website for details.

Gildredge House offers:

- continuity of education for boys and girls aged 4+
- an expectation of high academic standards
- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement
- Do you want to be part of a school where your contribution is valued and celebrated?
- Would you like to support children with high aspirations who are keen to learn?
- Do you want to join a staff team that is diverse, collegiate and respected?

As an employee of the school, you would benefit from:

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season
- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- Complimentary tea and coffee in our staffroom
- On-site parking

If you are interested in the position please download the Application Pack on our website.

Please complete the Application for Employment Form and return to careers@gildredgehouse.org.uk by 9.00am on the closing date indicated on the school website.

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that you are not a disqualified person under the Childcare (Disqualification) Regulations 2006.

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

Data Manager: Job Description

Job Title: Data Manager

Reporting to: Deputy Head - Quality of Education and Head of Primary/Secondary

Key Relationships: Executive Head Teacher, Senior Leadership Team, Systems and Admissions Manager, Exams Manager and Curriculum Leads/Heads of Year.

Salary: Grade 8

Purpose of the post

Responsible for overseeing and maintaining the School's use of strategic and operational assessment, teaching and learning data within the School, and for providing accurate information to support the Senior Leadership Team in raising standards of performance across the school.

Manage and maintain the daily function of assessment, reporting and examination outcome information. Implement development and improvement of assessment, teaching and learning, timetable maintenance, behaviour, attendance and data programmes or modules within MIS as required by the School Development Plan.

To support School Senior Leadership Team with yearly review and development of School monitoring systems, including School Improvement Plan Assessment, Recording and Reporting (ARR) Cycle and Teaching and Learning including Performance and Accountability cycle.

Manage the termly monitoring processes for the School Development Plan and Self Evaluation Form for OFSTED, including the maintenance of SEF (School Evaluation Form) Evidence

Key Responsibilities

Data Management

1. Manage and maintain the School Assessment Module within the MIS system in order to keep data up to date and available to all School stakeholders
2. Work in collaboration with the Systems and Admissions Manager up-dating relevant data systems at the beginning of each new academic year not already updated by MIS
3. Working in collaboration with the school Senior Leadership Team in coordinating the development of Assessment Manager for both the Primary and Secondary phases, ensuring effective development, monitoring and evaluation of the system.
4. Create, update and establish procedures and appropriate databases to enable the collection, analysis and evaluation of student data, ensure relevant personnel are updated with changes of procedure including relevant timeline to complete tasks.
5. Deliver staff training on Assessment Manager and other relevant data systems producing appropriate help sheets and setting up a monitoring and evaluation procedure to ensure good practice.
6. Be Systems Manager for 4Matrix and Nova T and any revised systems relevant to the core aspects of Data Manager role.
7. Work in consultation with SLT, to enable in year maintenance of timetable changes agreed by Head of Primary and Head of Secondary.

8. Create school census in line with DfE requirements, edit errors, produce sub reports for SLT areas of responsibilities to check, sign off. Once complete liaise with DFA and Headteacher authorisation, upload to relevant third-party software.
9. Ensure that databases and or modules are kept up to date at all times by periodically searching various external agencies and databases to source information, e.g., DfE, FFT Aspire, ASP, 4Matrix, exam board web sites, etc. cascading the required information appropriately to staff.
10. To have a good understanding of the day to day running of the schools MIS (training can be provided) and how this supports assessment and data
11. To work in collaboration with the Systems and Admissions Manager in relation to changes within MIS to ensure cross module links are maintained.
12. Be responsible for completing all School Assessment, Teaching and Learning data in a timely fashion, in preparation for termly SLT meetings, Self-Evaluation Form, Governor reports/Development Plans/ARR cycle

Use of Data and Assessment Processes

13. Manage, produce and present appropriately the information and data relating to the reporting of student achievement, attendance and behaviour data in order to identify trends in groups of students.
14. Identify and develop systems for recording student data and making this data available to staff in a variety of formats.
15. In collaboration with the Exams Manager produce analysis of external examinations data, producing easily accessible information for the Senior Leadership Team, staff and stakeholders.
16. Work in collaboration with the Exams Manager to ensure data input by Exams Manager into exams data module matches requirements of assessment modules to be able to produce relevant analysis. Complete cover for Exams Manager for times of illness.
17. Monitor and evaluate changes in national accountability, and develop the school's assessment systems in both the Primary and Secondary phases in conjunction with the Senior Leadership Team, to ensure the School's data provision is robust and fit for purpose
18. Deal with staff requests and queries as required and have professional discussions to guide them and share what can be produced in relation to analysing available data.
19. To work with Curriculum Leaders in embedding the use of data across the School.
20. To ensure all data is submitted in accordance with the school's ARR cycle and support Curriculum Leaders to identify any issues arising with progress data, highlighting anomalies within the data when found.
21. To collate information from teaching and associate staff on target groups and individual students, create report for SLT and relevant HOY to ensure that correct support is implemented for these groups.
22. Present CATs data to create scatter graphs in order to identify students' key strengths and areas of need/development.

Reporting to Stakeholders

23. Manage and produce the annual reporting to parents and key school stakeholders; design, develop, and implement student reporting systems, monitoring the progress of the input of data

by staff to meet deadlines for reporting to parents. Collate data and records, always ensuring accuracy. Distribute and quality assure all reports.

24. Collate the results of questionnaires/surveys and present the findings in a suitable application in order for the data to be presented in a format which allows best evaluation, e.g., graphs, charts and reports.

Additional duties

24. Attend external results day/s.
25. Attend team meetings and staff meetings as required.
26. Maintain confidentiality inside and outside the workplace.
27. Understand and apply School policies
28. Undertake any reasonable additional responsibilities requested at any time by the School leadership team.

Other duties:

To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace.

Personal Qualities, Attributes and Qualifications:

This position requires the following personal qualities and attributes:

- They are highly organised and operating efficiently and effectively in all areas of their work.
- They are an excellent communicator with a high degree of emotional intelligence.
- They are demonstrating a positive mental attitude around the school and in all areas of their work.
- They have the ability to demonstrate ambition for all students with a genuine passion and belief in the potential of every student.
- They are able to work autonomously and be proactive in all areas of responsibility.
- They have the determination to improve standards and outcomes.
- They have high ethical standards.
- They have strong interpersonal, written, and oral communication skills.
- They have the motivation to improve standards and achieve excellence.
- They have the ability to demonstrate honesty and integrity.
- They have the ability to communicate effectively, professionally and in a friendly manner with staff, students, parents, and external agencies.
- They are an ambassador for the school are an admired and respected member of the team by internal staff and students.
- They enjoy helping others and are able to resolve any issues in a professional, calm and measured manner.
- They are highly motivated and to have a flexible approach towards work and working hours.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Head Teacher or the Governing Board to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors.

Data Manager: Person Specification

The qualifications, skills, knowledge and experience for the role:

Criteria	Essential	Desirable
Education/Qualifications & Professional Development		
	<ul style="list-style-type: none"> • Educated to at least A level or equivalent or have relevant vocational experience (F) Relevant qualification in ICT/business administration • Analytical skills 	<ul style="list-style-type: none"> • Educated to degree level, particularly relating to Statistics, IT, Maths or a Higher Education Degree in Data Analysis.
Skills & Knowledge		
	<ul style="list-style-type: none"> • Excellent statistical and analytical skills. • Excellent knowledge of software used in analysing and presenting data, particularly Microsoft Windows, Microsoft Office and database management systems • Adept at communicating data and analysis to colleagues from nontechnical backgrounds. • Ability to focus on detail and accuracy when compiling reports. • Excellent organisational and planning skills including the ability to be flexible in order to achieve targets • Ability to work to deadlines • Be an effective and confident communicator, having a good command of English, both spoken and written. • Ability to lead and support in areas specific to the role as appropriate. 	<ul style="list-style-type: none"> • Working Knowledge of Student Information Systems especially as they pertain to reporting. • Ability to provide support to teaching staff and other users of information technology systems.
Experience		
	<ul style="list-style-type: none"> • Experience of forming and maintaining network relationships 	<ul style="list-style-type: none"> • Previous experience of working as a Data Manager (within a school environment would be preferred but not essential). • At least two years' experience using a school

		management information system (preferably SIMs).
Attributes/Personal Qualities		
	<ul style="list-style-type: none"> • Ability to resolve problems and find best solutions in data management. • Ability to plan and prioritise own work. • Ability to adapt to changes in technology. Ability to learn software and other technologies quickly and independently. • Ability to self-evaluate and actively seek opportunity for improvement. • Self-motivated. • Flexible. • Excellent communication skills, both written and oral, to facilitate information exchange with teaching and administration staff. • Ability to maintain confidentiality. • Highly organised with the ability to work under pressure and to respond to rapidly changing priorities and demands at peak times of the year. • Ability to provide support to teaching staff and other users of information technology systems. • Good team worker. • Friendly and patient manner. • Have an interest in education. Conversant with relevant educational issues and developments within the specific field but also in more general areas • A commitment to safeguarding and promoting the welfare of children. • Understanding of school processes and environment. • To display the highest levels of integrity and complete trustworthiness and discretion. • Excellent inter-personal skills with the ability to communicate sensitively with students, staff, parents, other stakeholders and members of the public. • Excellent sense of humour! 	

<p>Behaviours and expectations:</p> <p>All staff members are expected to adhere to and promote professional standards including the school’s code of conduct and values.</p>	
<p>General:</p> <p>The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Head Teacher and develop and promote high standards of professional conduct across the whole school.</p> <p>You will be expected to carry out your duties in line with Gildredge House policies, procedures, and relevant legislation.</p> <p>You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support the school and your own professional development.</p> <p>As part of your wider duties and responsibilities you will be required to promote and actively support the school’s responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.</p> <p>The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.</p>	

“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is shown on the school website. If you are interested in the position, please complete an Application Form, available from the school website:
<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please return the completed Application for Employment to careers@gildredgehouse.org.uk by 9.00am on the closing date for applications, as indicated on the school website.

We look forward to hearing from you.