



NOW RECRUITING

SES Data Manager

#greatplacetowork



FRIENDLY AND SUPPORTIVE WORK COLLEAGUES

**3 SITES ACROSS
STAMFORD**

**LARGEST
EMPLOYER
IN STAMFORD**

**COMMITMENT TO
STAFF WELLBEING**
WITH DEDICATED WELLBEING
GROUP AND INITIATIVES
TO SUPPORT STAFF

A GREAT PLACE TO WORK

**DEDICATED
SUPPORT
FUNCTIONS**

INCLUDING IT, FINANCE,
MARKETING, ESTATES,
HR AND ADMISSIONS

ON SITE CAR PARKING

ACCESS TO A
CONFIDENTIAL
EMPLOYEE
ASSISTANCE
PROGRAMME

**ALL THE BENEFITS
OF WORKING FOR
A LARGE LOCAL
EMPLOYER**

**EXCELLENT
WORKING
ENVIRONMENT**

**FAMILY
FRIENDLY
POLICIES**

**GENEROUS
ANNUAL LEAVE
ENTITLEMENT**

**SUPPORT FOR
EMPLOYEE
PERSONAL
CAREER DEVELOPMENT
AND CPD**

**SUBSIDISED
FAMILY
MEMBERSHIP
TO STAMFORD
ENDOWED SCHOOLS
SPORTS CENTRE**

LUNCH PROVIDED DURING TERM TIME

ACCESS TO A PENSION SCHEME

Welcome to Stamford



Our unique team provides opportunities, experiences, influences and support that inspire our pupils, light fires in them, and enable them to define and achieve success whilst keeping their feet firmly on the ground.

Commitment, care, enthusiasm and integrity underpin every aspect of life at the Stamford Endowed Schools. Our children are educated in an environment where learning is regarded as a privilege and key to unlocking all of life's possibilities.

Our teachers dedicate themselves to inspiring intellectual curiosity in the students in innovative ways, whilst promoting and protecting the wellbeing of the children in their care.

They are supported by a highly professional Operations Team who deliver outstanding support services such as IT, HR, Marketing, Finance, Catering and Estate Management.

As a community our Schools work in harmony, blending students of different backgrounds and broadening their horizons with the many opportunities available in and beyond the classroom. As a result, the students are equipped not only with exceptional examination results, but a wide range of experiences which prepare them for whatever path they choose in life.

Will Phelan, Principal



The Position Data Manager

Working with the Head of IT Services to ensure the data held by the Schools is managed correctly, is necessary, relevant and is used effectively across the three Schools in a timely manner to facilitate informed decision making.

To act as the Schools data analyst to scope requirement and work with the Head of IT Services to use existing packages or develop the outline for the in-house development team. To support the Head of IT Services in the delivery of the data strategy and aid in enforcing GDPR legislation.

The Department

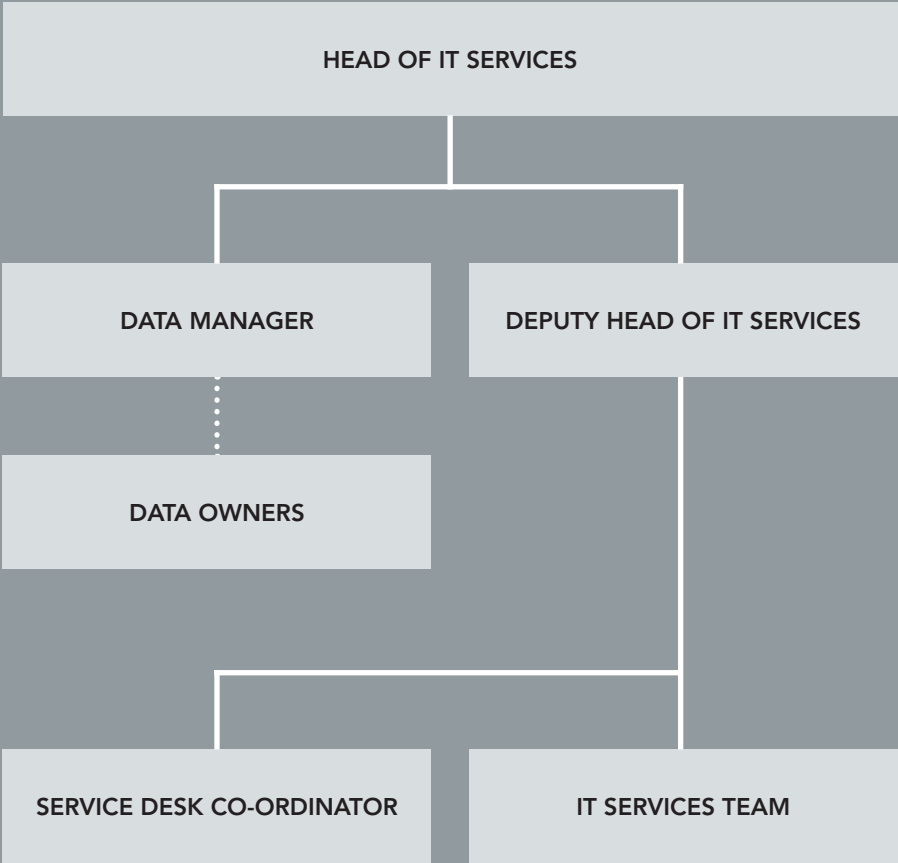
The IT Services Team at the Stamford Endowed Schools is a small unit comprising of 8 staff. The management of data is becoming more complex requiring a specific set of skills to support the Schools in effective management, manipulation and maintaining in accordance with wider legislation and policy. To this end, the School has recognised the need to invest in this critical business area and is looking to appoint a dedicated Data Manager role.

The Data Manager role will function within the IT Services structure, providing operational support to the pupils, students and parents, working alongside the Head of IT Services.

This role will work from the central IT Services department office at Stamford School, but will operate across all SES sites as the role dictates.

The role will primarily be to work with academic staff, managers and operations staff to ensure that their data and information needs are understood and effectively managed. The successful candidate will need to gain a good understanding of the operating culture of the Schools and the overall aims and objectives of the organisation, including a wide range of stakeholders such as teaching staff, operations staff, business support, pupils, parents, Foundation and Alumni. The role is key in the development of effective and appropriate information and software systems to meet the needs of all groups.

Department Structure





Working Arrangements

JOB TITLE

SES Data Manager

REPORTING TO

SES Head of IT Services

LIAISING WITH

SET, SLTs, Operation HODs, Data Owners and Data Processors

HOURS OF WORK

37.5 hours per week.
Daily hours as agreed.

SALARY

Competitive, dependant on experience.
Relocation package available.

WORKING ARRANGEMENTS

- This is a full time role that will work across the whole academic year (52 weeks).
- Annual leave entitlement – 25 days rising to 28 days after 5 years' service.
- There may be some flexibility on working hours during school holiday periods.

WE ALSO OFFER

- Excellent working conditions
- A free school lunch during term time periods
- Support for training and development
- Access to an Employee Assistance Programme for staff and their immediate family members.
24:7:365 advisory telephone advice service and telephone counselling.
- Contributory Pension Scheme with employer contributions
- Subsidised Membership to the SES Sports Centre facilities.
- A programme of Foundation Lectures and other staff social events.





- Using data modelling techniques analyse the Schools' current systems helping staff understand what data is available to them and how they may use it to support the education and teaching requirements as well as the Schools' as business.
- Define data reporting requirements on all data sets in conjunction with all user groups, including dashboards to monitor agreed key performance indicators (KPIs) where applicable.
- Help formulate and communicate a data strategy with the Head of IT Services which will focus on consistency and data flows, covering input, output and analytics.
- To ensure that all necessary information is produced in a relevant and appropriate format for colleagues within the Schools and for external agencies; and in line with the relevant GDPR legislation.
- To liaise with Capita SIMS Independent, WCBS and Advanced Computing to ensure the school benefits from the latest developments in their packages, and manage package specific queries through their case management systems.
- To develop automated processes (where beneficial) to reduce the workload of colleagues, and to improve efficiency and costs in all school systems. With an end goal that all systems communicate and share data to improve systems, processes and outputs.
- To liaise with key software package leads to ensure their departmental needs are being met, systems currently; Cascade – HR Department, WCBS PASS – Finance Department, Donor Strategy – Foundation Department and SIMS-Academic. To support and provide direction in best use of the systems based on good data practices.
- Help communicate and provide training supported by the Head of IT Services (Data Protection Officer) to all staff on the processing of data in line with the Schools policies and procedures and GDPR legislation. To assist in maintaining the data accountability and auditing records under the GDPR legislation for all data.
- To liaise with Data owners to ensure that the data they are processing is complete, accurate and up to date. To work with data owners on import routines to ensure errors are minimised by manual data entry.
- Oversee the responsibilities of allocated positions.
- To work as part of a team to support colleagues and contribute to the vision and ethos of the schools.
- Any other duties commensurate with the role as directed by the line manager



ESSENTIAL**Qualifications/Attainment**

- Formal qualifications or equivalent level of experience in data analysis or data management.

Knowledge and Experience

- Experience in analysing data sets and providing clear scope of requirements and improvements
- Experience of working with a diverse range of staff within a business context with a well developed ability to appropriately articulate the business requirements.
- Basic knowledge in generating process documentation
- Possess good knowledge of Data Protection Legislation and willingness to fully upskill in the new GDPR

- A minimum of three years experience effectively delivering within a similar data role.
- Previous experience of managing/ supervising staff/small teams

Key Skills

- Excellent communication and interpersonal skills, with the ability to talk to and present to a range of audiences.
- Ability to relay information in terms that are appropriate to staff with variable levels of comprehension.
- Experience in analysing data to draw business-relevant conclusions and in data visualisation techniques and tools

- Strong written and verbal communication skills including technical writing skills for presentation purposes and engaging with a variety of stakeholders.
- Strong skills in the Microsoft Office suite, with specific expertise in Excel and the manipulation of data.

Other Attributes

- The ability to work under pressure on multiple projects within project timeframes.

DESIRABLE**Qualifications/Attainment**

- Degree qualification in IT/ Computer Science

Knowledge and Experience

- Working with educational MIS systems SIMS and WCBS

Key Skills

- Experience in writing SQL queries
- Experience in ODBC queries utilising Excel.



Outstanding location

Stamford was named the
'Best Place to Live in Britain'
in the Sunday Times.



The Schools are a part of the great heritage of Stamford and a symbol of its vibrancy and evolution. The Schools have been established in Stamford since 1532, undergoing many changes but consistently providing a first-class education for their children. Today the Schools remain interwoven with Stamford life, to which our students, teachers and parents contribute greatly.



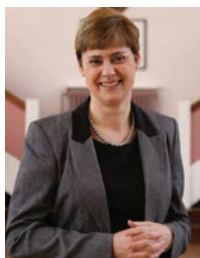
Outstanding Heads



Emma Smith

Head of Stamford Nursery School and Stamford Junior School (Girls and Boys 3-11)

"I believe it is essential that from an early age we encourage children to develop a desire for learning and it is through an exciting and engaging curriculum that we can achieve this. We strive to place your child at the centre of everything we do, and provide a stimulating learning environment."



Vicky Buckman

Head of Stamford High School (Girls 11-18)

"At Stamford High School we believe that anything is possible; we want our girls to be enthusiastic, hard-working, determined and ready to get involved with everything we offer. We encourage them to think independently, to take ownership of their learning and to aspire to be the very best they can be. Within a sound framework of pastoral care and development, our girls know that they have the skills and attributes to face the future with confidence."



Nick Gallop

Head of Stamford School (Boys 11-18)

"Stamford School has been educating boys for over 475 years. Today, we maintain our traditional values but with a very modern outlook. We understand how to build in our pupils a love of learning and develop intellectual curiosity, to instil the values of teamwork and competition on the sports field and through adventure and to fire imaginations through music, art and drama."

Induction and Development

We are committed to supporting the development of all staff. All staff attend a new starter induction programme and undertake reviews with their manager during the 6 month probation period. We have an annual review process within which individual training and development needs are identified. We work closely with local training providers to support the attainment of relevant formal qualifications.

Other Information

Further details can be found on the School's website, www.ses.lincs.sch.uk or by emailing recruitment@ses.lincs.sch.uk or by telephoning the HR Office on **01780 484273/219**.

This information should be read in conjunction with the Application Form Explanatory Notes enclosed with this pack.

The Application

Candidates should download the application form and recruitment monitoring form and send both completed forms to Kay Rainsby, Head of HR at recruitment@ses.lincs.sch.uk or to The HR Department, Stamford High School, High Street, St Martin's, Stamford, Lincs, PE9 2LL.

For an informal discussion about the role contact MR Scott Slocombe, Head of IT Services on 01780 750388 or 07940952042

Closing date for applications is **Friday 27th October 2017**.

Interviews will be held the week commencing **Monday 6th November 2017**.





Now Recruiting Data Manager

Recognising the criticality of effective data management, the Stamford Endowed Schools are investing in the recruitment of a Data Manager to lead aspects of the School's Data Strategy and assist in the development and implementation of the GDPR legislation.

This is a new role within a fast developing business area, requiring an analytical, highly capable, pro active and enthusiastic individual who thrives on using their initiative within a high performing team ethos.

This is an exciting opportunity for applicants with previous experience in a similar data analysis/management role to further their career in a supportive and forward thinking work environment.

SAFEGUARDING

The Stamford Endowed Schools are actively committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).



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