



HAMPSTEAD SCHOOL
Learning together Achieving together



Data Manager
Application Pack



Dear applicant,

Thank you for your interest in this exciting post at Hampstead School. More information about the school can be found on our website www.hampsteadschool.org.uk.

The job profile and person specification are included in this document. We advertise our roles through TES but please take time to look at website to find out more about Hampstead School.

At Hampstead School, we are committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, staff engagement forums, in-school facilities and services to support staff from different backgrounds. We are keen to explore part-time, job share or flexible working arrangements. Everyone is welcome – we are committed to inclusion across race, gender, age, religion, identity and experience.

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

Message from the Head

I started as Head at Hampstead School in September 2020. Reopening the school in the midst of a global pandemic was a baptism of fire but staff, students and parents were incredibly supportive. This is a remarkable school and it is a privilege to work here.

The period since has been made easier by my existing knowledge of the school, having started my career here as a Newly Qualified Teacher. My original spell only lasted four years, a length of time that pales into insignificance when compared to the years of service some have given, but after leaving I retained a strong connection to the school. Hampstead School reflects – and has shaped – my educational values. It is a truly comprehensive school, seeking to serve its local community. It is non-selective in the truest sense; there are no ability bands, selection tests or restrictions based on gender or religion. If you live nearby, if it is your local school, there is nothing to stop you coming here. It is part of a strong local authority working to ensure high standards through co-operation rather than competition.



When Hampstead School gets it right then there are no caveats, no ‘yes buts’. Success is not based on a selective admissions criteria or top-down interventions from an academy chain. Success is sustainable, ethically sound and based on an unwavering commitment to equality of access. I can honestly say that I would not have applied for any other headship.



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The School and its Community

Hampstead School is a London Borough of Camden maintained comprehensive school with over 1330 students. The school, with an admission number of 210, is popular locally and oversubscribed.

Founded in 1961 as a mixed comprehensive school, visitors often comment on the mutual respect which is evident between students and staff. This has been recognised; we are the first secondary school in London to be awarded the UNICEF “Rights Respecting School Award” at the highest level.

The diversity of our students is a strength of the school. Over 80% of students are of ethnic minority origin, with over 60 different languages spoken. Around half our students have English as an Additional Language, with a similar proportion eligible for the Pupil Premium.

Sections of the school have been rebuilt over the past five years as part of the Priority Schools Building Programme; our facilities are now world class.



Our Ethos

We expect staff and students to *Think Big, Work Hard and Be Kind*, principles underpinned by the value we place on ambition, critical thought, effort and compassion. This culture is fostered in an atmosphere where the quality of relationships is crucial; our motto, ‘*Learning Together, Achieving Together*’, is reflected in the interactions that take place between staff and students every day.

The impact of this ethos, when combined with the highest expectations of achievement and a belief that every student can and will achieve, is seen in some of our successes and initiatives over the past few years. They confirm that Hampstead School’s reputation for creativity, innovation and inspiration is firmly rooted in rigour:

- One of seven UK schools recognised as an inaugural “Achievement for All” Ambassador School
- Arts Mark Award (Gold) from the Arts Council for England
- Sportsmark
- International School Full Award
- Geography and History Quality Mark
- Sustainable Schools Award (Gold)
- Cultural Diversity Quality Standard (Gold)



- Stonewall Award
- National Champions in the Model United Nations national debating competition
- Our work with New Arrivals recognised as best practice and disseminated to all UK schools
- Enduring relationships with Future Leaders, Teaching Leaders and Teach First.
- Princes Trust kitemark (English)
- Diana Awards from the Prime Minister for our anti bullying and peer mentoring schemes
- Part of the National Association for Able Children in Education (NACE)

We are proud of what we have achieved, never complacent and retain a genuine and positive determination to become exceptional in all areas. We relish our challenges, being fortunate in our committed and enthusiastic staff, all of whom work together for the benefit of our students. A sign of success is that, within a stable workforce, nearly all who leave do so for promotion. Consequently, this creates opportunities to appoint new colleagues with new ideas, enthusiasm, and moral purpose.

More about this role

The role of Data Manager is varied and complex, with the results of your work driving a lot of the decisions made in school and having a measureable impact on the educational outcomes of students. The post is relatively specialised on analysis but encompasses some more general elements, covering IT and systems admin.

The main area of oversight for the Data Manager will be managing the core systems of the school, including the Management Information System, collecting data from teachers, generating key reports for the Senior Leadership Team, Governors and Heads of Faculty/Department, as well as managing statutory reporting and census.

The Data Manager is expected to be an expert on everything about all software in the school. A large part of the role is training colleagues on how to use new systems, as well as supporting them on how to manipulate and learn from data.

Our non-teaching associate staff perform a fundamental role in improving life chances for our young people, and the Data Manager will be critical in providing timely and accurate information to colleagues so they can maximise impact of their efforts and support all students to achieve their potential.

I am very excited about developing the school further and working with colleagues with differing strengths, but who all share an unwavering passion for education, and a commitment to improving the life chances of all our students. If you are one of these talented people, we would love to hear from you.

Matthew Sadler
Head



Job Profile - Data Manager

Hampstead School is committed to safeguarding & promoting the welfare of children and young people. All candidates must have a strong working knowledge of safeguarding practices and be committed to safeguarding and promoting the welfare of children and young people

Direct Reporting	Head of Information Systems, Data & Communications
Line Management	Admissions and Data Officer
Scale	PO2
Main Purpose	<ul style="list-style-type: none"> To advise on and undertake the efficient design, development and organisation of the schools information systems and electronic registration To deliver training to members of staff at different levels in the efficient use of the school's information systems and data To be responsible for compiling, with other members of staff, appropriate returns to statutory bodies
Operational & Strategic Planning	<ul style="list-style-type: none"> To support the school with its delivery within the context of Workforce Remodelling To implement procedures to ensure the smooth running of the school's administrative service To assist with the implementation of whole school policies and procedures To analyse, present and communicate data to a variety of audiences To have an understanding and ensure the school complies with the requirements of the Data Protection Act and carry out work in accordance with these requirements
Service Delivery	<ul style="list-style-type: none"> Maintain, develop and analyse the school's information system and electronic registration, with overall responsibility for ensuring effective data input and making sure all data remains current and secure To ensure the school's information systems are up to date at all times Responsible for efficient liaison with the Sixth Form to ensure accuracy of information systems Responsible for the training of members of staff at different levels in their use of the information systems To ensure upgrade data management software as necessary in liaison with the school's ICT Network Manager In conjunction with the Director of Business Operations, oversee and ensure accuracy and updating of staff and students database information To be flexible and work according to the needs of the school, including assisting in other sections of administration from time to time To be responsible for, and liaise with other members of staff in the completion of appropriate returns to the LA, DfE and other statutory bodies To oversee the processing of data, including work during the summer break to produce accurate information ready for the autumn term To ensure that all users have appropriate access to the school's information systems To ensure that appropriate assessments are in place for the recording, reporting and analysing of national examination information. Assist with the primary transfer programme



Human Resources	<ul style="list-style-type: none">To support the SLT with the delivery of the administrative needs within the context of Workforce Remodelling
Quality Assurance	<ul style="list-style-type: none">To ensure the effective operation of quality assurance systemsTo establish and follow standard operating proceduresTo monitor and evaluate progress in line with School procedures for evaluation against quality standards and performance criteria
Management Information	<ul style="list-style-type: none">To maintain accurate and up-to-date informationTo produce reports within the quality assurance cycle
Communications & Service Orientation	<ul style="list-style-type: none">To ensure effective communication with the school communityTo communicate and co-operate with persons or bodies outside the school and to actively promote the school's vision and ethos when doing so.To represent the school's views and interestsTo contribute to school publications and to meetings with parents
Management of Resources	<ul style="list-style-type: none">To manage the available resources of space, staff, money and equipment efficiently in line with the principles of "Best Value" and in line with school procedures
Pastoral Care & Welfare System	<ul style="list-style-type: none">To actively promote safeguarding, student wellbeing and associated procedures in line with KCSiE and school protocols.
Additional Duties	<ul style="list-style-type: none">To play a full part in the life of the school community in implementing its vision, mission and ethos and support staff and students to do likewiseThe post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.The post holder would be expected to liaise with staff at all levels as well as parents, external agencies such as the Local Authority and the Department for Children Schools and Families.The post holder would be expected to be flexible and work to the needs of the school and take an active part in the delivery of the whole school administrative needs in order to meet required deadlines.

The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by Senior Management.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This job description may be amended at any time in consultation with the post holder, Governing Body and/or Senior Management as required. Trade union representation will be welcomed in any such discussions.



Person Specification - Data Manager

Hampstead School is committed to safeguarding & promoting the welfare of children & young people. All candidates must have strong working knowledge of safeguarding practices and be committed to safeguarding and promoting the welfare of children and young people

Criteria		Essential	Desirable
Values and disposition	The ability to <i>Think Big, Work Hard and Be Kind</i> – and foster this in others	•	
	A commitment to an ambitious, inclusive, comprehensive education	•	
	High expectations and a relentless focus on improvement	•	
	A positive, proactive, creative, solutions-focused approach	•	
	A team player who recognises the importance of a collegiate ethos	•	
	Reflective, self-aware, and keen to listen and understand	•	
Experience	Relevant experience working in a similar post.	•	
	Evidence of effective communication within an organisation and externally	•	
	An efficient, organised worker with good ICT skills	•	
	Strong communication skills in verbal, written & presentational capacities	•	
Knowledge and skills	Knowledge of ICT skills to support the data management of the school systems and the analysis of whole school performance.	•	
	An excellent record of punctuality & attendance	•	
	Experience working with young people and families		•
	Ability to work in a team and individually.	•	
	Ability to use ICT and specialist equipment.	•	
	Ability to self-evaluate and actively seek opportunity for improvement.	•	
	Ability to analyse and report on complex data	•	
Ability to prioritise within competing deadlines	•		
Equality, Diversity and Inclusion	Awareness of the equality, diversity and inclusion agenda	•	
Qualifications	First Aid at Work		•
	Relevant degree in ICT or Business or appropriate Higher Level Qualification.	•	

All candidates must have strong working knowledge of safeguarding practices and be committed to safeguarding and promoting the welfare of children and young people.



Timeline of events for this post

Date	Event
Monday 2 nd October 2023 @ 0900	Deadline for applications
Friday 6 th October 2023	Interviews

What can Hampstead School offer you?

“Staff feel valued and are proud to work in the school. Staff benefit from regular ongoing training and development.” (Ofsted, 2023)

Our employee package includes personalised training, a comprehensive package for ECTs starting a career in teaching, placement on leadership programmes for middle leaders, financial and professional support for MA degree programmes and National Professional Qualifications, and engagement in the wider programmes offered by Camden Learning.

We are keen to ensure a positive life-work balance. Staff are granted time-off for a range of personal days as well as access to a free 24-hour employee assistance package and annual flu jabs. We were the first school in London to achieve the Optimus Wellbeing Award for Schools and a staff working group continues to drive this important work forward.

Our location, minutes from Cricklewood Station and only a short distance from the transport hub in West Hampstead, mean that staff benefit from Inner-London weighting but have flexibility in where they choose to live.

Benefits include, but are not limited to:

- 15% PPA time for all teaching staff
- Free access to a staff gym on site
- Employee Assistance Programme
- Annual flu jab
- In-house professional development programme
- TOIL days in recognition of twilight CPD
- Bespoke leadership development pathways
- Time off for wellbeing (e.g. nativity plays, graduations)