



Appointment information **Data Manager**

Queen's College, London

Queen's College is a highly successful independent girls' school of 370 girls, aged 11-18. The College is a member of the Girls' Schools Association and prides itself on its friendly and supportive atmosphere, highly valued by girls, parents and staff. There is an associated Preparatory School for 230 girls aged 4-11 on a nearby site in Portland Place.

Queen's College holds an important position in the history of girls' education, being the first school in Britain to give young women a formal academic education leading to recognised qualifications.

Nowadays, the College enjoys a reputation as a friendly and creative school where high academic standards are combined with a wide extra-curricular programme and excellent pastoral support. Places are oversubscribed and the College's location is recognised to be a considerable asset; the sports facilities, cultural life and landmarks of central London are very easily accessible and this is a source of real enrichment.

The College is academically selective, has been achieving increasingly strong results, and has recently undergone significant developments (most notably with the construction of a new sixth form centre and a new STEM lab for the Preparatory School).

More details about Queen's College, London including public examination results and leavers' destinations, can be found on our websites: www.qcl.org.uk and www.qcps.org.uk.



The role and key benefits

The Data Manager is a crucial role working across both Queen’s College and Queen’s College Preparatory School. They provide high-quality and meticulously accurate data management services to the Senior Leadership Team (SLT), Heads of Department, Heads of Pastoral Sections, Examinations Office, teaching staff, and Development and Marketing staff, for the improvement of pupils’ academic progress, the underpinning of the pastoral function, supporting management decision making and for making statutory returns.

The core of this role is the design and delivery of accurate and high-quality reports and databases.

The Data Manager is the key user of our Management Information System (MIS) and is responsible for developing and enhancing its use across the two sites.

We use Furlong’s SchoolBase. Experience of using and management of SchoolBase would be an advantage but if you have experience developing and using alternative platforms (e.g. SIMS or iSAMS) we can provide full specialist training in the use of SchoolBase.

The Data Manager is accountable to the Director of IT and the Senior Deputy Head.

Normal working hours

These are 0800 – 1630 Monday to Friday.

N.B. It will be essential for the Data Manager to be working in the College on the day before and on the day of publication of A-level and GCSE results.

Salary and benefits

The salary for this role will be £35,168 per annum. Benefits include free lunch during term time, defined contribution pension scheme and healthcare insurance (taxable benefit).



Skills and attributes

The successful candidate will have forensic attention to detail, a high level of IT literacy and experience of working with a school Management Information System.

The person appointed is highly likely to have the following skills and attributes:

- High level of awareness and excellent working knowledge of SchoolBase (or alternative MIS e.g. SIMS or iSAMS)
- High level of IT literacy
- Excellent Excel and Word skills
- Excellent knowledge of systems, software and programming languages including: SQL database management, SQL query writing and SQL server reporting services
- Analytical and numerate
- Excellent attention to detail
- Able to communicate clearly with staff both verbally and in writing
- Helpful nature and positive attitude

- Able to work on own initiative
- Able to work as part of a team
- Reliable and punctual
- Able to work to deadlines
- Calm and flexible approach

This is an exciting opportunity for the right candidate to join Queen's College, London at a time of growth. We are on the cusp of delivering some very exciting developments in our use of technology across the curriculum together with refining and providing greater efficiencies in many of our administrative processes. The Data Manager will be a key player in helping to develop and evolve our systems.



Job description

The Data Manager is a crucial role working across both Queen's College and Queen's College Preparatory School.

Data management

- Take responsibility for the completeness and accuracy of the database, including all updates to pupil and staff timetables.
- Create and manage user accounts for staff and pupils at Queen's College and Queen's College Preparatory School.
- Work supportively with all staff who input data to the database during the course of their duties.
- Work closely with Furlong support to ensure SchoolBase system updates are carried out promptly and conveniently.
- Work closely with Senior Deputy Head to ensure data structures and coding for whole College timetable operate seamlessly, including transfer of data from timetabling program to SchoolBase.
- Work with the Registrar to input and manage data relating to admissions.
- Undertake other reasonable duties as required.

Analysis of requirements

- Communicate with staff and other stakeholders to gain an understanding of their information requirements and design data reports in a variety of formats, using appropriate software.

Production of information

- Set-up, produce and manage reports within SchoolBase, and publish to the parent portal.
- To be responsible for the management and administration of external CEM examinations.
- Work with the Senior Deputy Head, Director of Teaching and Learning and other staff as required to develop and manage school-wide pupil tracking systems.
- Work with the Examinations Officer to input, analyse and distribute public examination data.
- Provide output of data in a range of formats to a variety of internal and external stakeholders including:
 - The SLT to support decision making;
 - Marketing staff to support marketing decisions;
 - Teachers to monitor learning and to target academic support for pupils;
 - The Pastoral Team to identify pupil commendation or areas of pastoral concern;
 - External bodies (e.g. Department for Education, ISI, ISC) requiring statutory returns.
- Assist the SLT in producing various communications of pupils' progress to parents, and maintain data centrally to support this.

Administration

- Participate in administrative and organisational tasks related to the core purpose of the job.
- Assist the Examinations Officer in their duties during the public examination season, including use of SchoolBase to administer cover and invigilation timetable and notifications.

Development activities

- Work proactively with the SLT and the Director of IT to manage the development and adoption of extended uses of the database system, including additional database modules.
- Work sympathetically but effectively with staff in rolling out new initiatives.

- Keep abreast of trends in the use of data in an academic environment and discuss these with the SLT.
- Work collaboratively with the IT support team and other members of teaching and non-teaching staff to share good practice.

Training

- Be the first point of contact for all SchoolBase queries.
- Provide training and support to SchoolBase users (including new members of staff) in a proactive manner using a variety of methods such as demonstration, workshops or user instruction sheets, to support use of the system and the interpretation of data.
- Attend training for professional development as required.

Applying for the role

Applications should be made on the Queen's College application form, with the names and contact details of three professional referees (to include your current or most recent head teacher if you are or have been employed in a school), and accompanied by a supporting covering letter. Please do not send CVs.

The application form, together with other useful information, can be obtained from the Assistant Bursar, Richard Hall (rhall@qcl.org.uk) or can be downloaded from the College website (www.qcl.org.uk).

Completed application forms and covering letters should be sent via email (preferably) to the Assistant Bursar (rhall@qcl.org.uk) or by post to the Assistant Bursar, Queen's College, 43-49 Harley Street, London, W1G 8BT.

The deadline for applications is 4.00pm on Tuesday 7 May.

The recruitment process will include interviews with members of the SLT and the Director of IT. There will also be a computer-based exercise to complete.

Candidates will be given a tour of the College and the Prep School and have the opportunity to meet key personnel.

Queen's College, London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.