

# Data Manager Candidate Pack



THE Leys





# Letter from the Director of IT

Dear Applicant

Thank you very much for your interest in the role of Data Manager here at The Leys. Our school is set in the heart of the university city of Cambridge. It is the city's only co-educational boarding and day school with about 574 pupils from 11 to 18. We pride ourselves on delivering an outstanding education with a strong pastoral ethos to all pupils.

Our community makes us more than just a school: dedicated staff and superb facilities, combined with strong focus on wellbeing and safeguarding make this a close-knit, engaged, and friendly community.

We are looking for an individual to join a highly skilled IT team, to help The Leys stay at the forefront of IT provision within education and to help shape our data to drive efficiencies and productivity in our business functions.

You will be responsible for the maintenance and development of all the information systems serving the school. We need you to bring an enthusiasm for learning new technologies and helping others to get the best information out of our data.

Further information on the school can be found on our website at **[www.theleys.net](http://www.theleys.net)**

We would welcome the chance to discuss the position with you in more detail. Should you wish to arrange this please contact Jessica Marshall at **Academicis** on **07799763440** or email **[jmarshall@academicis.co.uk](mailto:jmarshall@academicis.co.uk)**

Damian Glasfurd-Brown  
Director of IT  
For and on behalf of The Leys School



# About the School

The Leys is the only co-educational boarding and day school in Cambridge. This statement, whilst true, does not begin to convey what makes this such a special place.

Firstly, we are more than just a school. The Leys is a close-knit, engaged, friendly community in which pastoral care is seen as our top priority. I often say to visitors that we see ourselves as a big, small school: big enough to offer a huge range of opportunities, but small enough that we are able to get to know individuals, with all their individual strengths and unique characters, and able to encourage them to strive to be the best they can be. The confidence which our pupils gain from this encouraging family atmosphere is perhaps the greatest gift we can offer them – without it, they cannot hope to fulfil their potential in work and play.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully as we prepare young people for the challenges which lie ahead at university and beyond. Yet I have always believed that school is, or should be, about far more than merely “preparation for life”. Indeed, my ambition is that Leysians will be able to look back on their experiences here as amongst the most intrinsically rewarding, challenging and stimulating chapters of their developing lives.

Set in the centre of the beautiful and stimulating city of Cambridge, one of the world’s leading cultural and academic cities, our unique location allows our pupils unrivalled opportunities to achieve the exceptional. Our added-value in academic progress is among the most impressive in the country, and the range of creative, cultural and sporting opportunities is breath-taking. We are rightly proud of our pupils’ achievements, both in the classroom and outside it, but the greatest pride we have is in the pupils themselves. They are our greatest achievement.

**Martin Priestley**  
*Headmaster*





# Job Description

Role Title: **Data Manager**

Location: **The Leys School/Rugg Centre**

Responsible to: **Director of IT**

## Main Purpose of the role

- To manage the School's data and information systems, and provide training and support for users of these systems. To provide business intelligence services to the School community.

## Key Tasks

- Implementation, maintenance, upgrading and ongoing management of all databases and information systems used at the School. Liaison with suppliers and users of these systems to ensure smooth updates, upgrades and version transitions.
- Technical evaluation, recommendation, implementation and support of new third-party information systems; acting as vendor contact where required.
- Investigating and implementing methods for data extraction/insertion from/to third-party information systems.
- Provision of business intelligence services, custom reports and data dashboards for the user community.
- Liaison with the IT Operations Manager to support infrastructure data systems.
- Management of interfaces between Leys information systems. Liaison with third party providers of middleware systems.
- Responsibility for security, configuration, backup, restoration, and maintenance routines on all Leys databases.
- Acting as first line support for database "power users", and second/third line support for end users of databases and information systems.
- Operational management of the Leys' academic Management Information System (MIS). Liaison with key stakeholders in the maintenance and development of the MIS.
- Responsibility for managing the database components of database-backed applications.
- Provision of training and support to all users of information systems. Contributing to Inset and Induction programmes. Liaison with Digital Education staff on training initiatives.
- Actively research new data management technologies, assess new releases of database services in operation. Recommend new data management technology.
- Support and develop links with academic and support staff at the School.
- Provide advice on best practice in aligning the School's data with Data Protection legislation. Assist in providing data in response to Subject Access Requests. Liaise with the Compliance team to design and implement data governance policies.
- Provide expert input to the construction and development of Data Strategy.
- Develop the School's capability to apply data science, machine learning and "big data" analytical techniques to generate value from the School's data.

# Job Description *continued*

## General Tasks

- To provide general IT support to the School community as and when required.
- To ensure that a safe/secure environment exists for pupils/staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of the Data Protection Act 2018, understand and be mindful of the School's Acceptable Use Policy.
- To work at all times within the policies, procedures and ethics of the School.
- To observe/implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To undertake any other reasonable associated request from the Director of IT, Bursar or other member of the Senior Management Team as appropriate.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School code of conduct and confidentiality.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

## Person Specification

	Essential	Desirable
<b>Qualifications/ Education/ Specialist Skills</b>	<ul style="list-style-type: none"><li>▪ A degree level qualification or equivalent experience in a computing-related discipline</li><li>▪ Excellent working knowledge of SQL</li></ul>	<ul style="list-style-type: none"><li>▪ Programming skills in at least one high-level language used for data manipulation</li><li>▪ Professional qualification in database administration</li></ul>
<b>Experience, Knowledge and Skills</b>	<ul style="list-style-type: none"><li>▪ Good knowledge of database administration and development</li><li>▪ Experience of database integration, administration of middleware systems, interfaces and APIs</li><li>▪ Experience of managing security on database systems with web front-ends</li><li>▪ Experience of supporting Management Information Systems</li><li>▪ Experience of custom report writing in Microsoft SSRS</li></ul>	<ul style="list-style-type: none"><li>▪ Experience managing Microsoft SQL Server systems</li><li>▪ Creating and maintaining detailed technical documentation</li><li>▪ Supporting WCBS and iSAMS systems</li><li>▪ Experience in a role with Business Intelligence responsibilities</li><li>▪ Experience of coding in Microsoft Visual Studio</li><li>▪ Experience with Microsoft SharePoint, PowerBI and PowerApps</li><li>▪ Experience of working in a school environment</li><li>▪ General IT support experience</li></ul>
<b>Interpersonal Skills/ Behavioural Qualities</b>	<ul style="list-style-type: none"><li>▪ Enthusiastic approach to learning new skills</li><li>▪ Excellent technical communication skills with users at all skill levels</li><li>▪ Good writing and verbal communication skills</li><li>▪ Team player ethic</li><li>▪ Be able to self-start, use initiative, prioritise and work to deadlines</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>▪ An open minded and flexible approach to work</li></ul>	



## How to apply:

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our recruitment partner at **Academicis**:

**Jessica Marshall:** [jmarshall@academicis.co.uk](mailto:jmarshall@academicis.co.uk) 01223-90-79-79 / 07799 763440

In addition, you will need to submit a supporting statement, setting out the relevant experience, skills and competencies you will bring to the role and your vision for the future development of Data Management in secondary education.

Please email your application to: [jmarshall@academicis.co.uk](mailto:jmarshall@academicis.co.uk)

Closing date: **Monday 18th January 2021**

Shortlisting date: **Thursday 21st January 2021**

Interviews: **Week commencing 25th January 2021 (Virtual)**

[www.theleys.net](http://www.theleys.net)



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