



Data Manager

Required to start as soon as possible

37 hours per week, all year round

PO2 (£32,910 - £35,745)

Recruitment Information Pack

Immanuel College

Idle, Bradford BD10 9AQ

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Dear applicant,

Thank you for taking an interest in joining our incredible team here at Immanuel College. This is an exciting time to join us as we continue to grow and make progress on our journey towards being an outstanding provider of education in West Yorkshire and beyond.

We are a thriving and successful 11-18 Church of England school, a member of the Bradford Diocesan Academies Trust since 2016, serving the communities on the northern border between Leeds and Bradford.

Our Christian ethos, built upon foundations of perseverance, character and home, is very important to us as it means that our students will develop in a caring environment. Immanuel means 'God with us' and sums up what we believe. Our last faith inspection confirmed we are an Outstanding Church school that is outstanding at meeting the needs of all learners. Joining Bradford Diocesan Academy Trust has offered a wide range of opportunities for colleagues to work with, and to support, colleagues across the entire Trust.

In 2019, Ofsted judged us to be a 'Good' school, which has '*established strong and determined middle and senior leadership teams, who are ambitious for the school's future and have the capacity to effect the rapid changes and actions the school needs to improve towards becoming outstanding.*' Our students make excellent progress and our GCSE and A Level results are good, with outstanding results in many subjects. We have a thriving and inclusive Post 16 provision and are proud of the successes of all our students, many of whom move onto higher education, including Russell group universities.

Our next goal at Immanuel College is to become an Ofsted Outstanding school. The community we serve faces levels of socio-economic deprivation and the achievement of their children is a vital basis for their future life chances. As Headteacher I am fortunate to work with an extremely talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy, drive and a passion for developing the potential of every student.

We offer a comprehensive and personalised CPD programme, consisting of internal and external courses and training, which are intended to develop teacher and support staff expertise. We place great emphasis on common goals and teamwork, and as a school we are consistently looking for ways to further 'raise the bar' for all of our students and staff.

If you share our enthusiasm for learning and improving the opportunities for young people, then please do not hesitate to get in touch.

I look forward to meeting you and reading your application.

Best wishes

Sean Pickles, Headteacher

Immanuel College Our Goals and Values

Immanuel College is founded on a Christian ethos with a strong aim of working cohesively in the best interests of our students. We are proud of being a fully inclusive school where we celebrate the diversity of our staff and students truly encompassing the view that we are all God's children. This is reflected in our vision:

"A whole school - a family of students, teachers, parents, carers, governors and the Church that puts our students' academic and personal development at the heart of all we do."

Our goal is to continue to be a successful school, by any measure, because we set high standards and we aim for excellence. We value our past but look to invest in our future to leave the school even stronger than when we joined it.

We will achieve the three pillars of our vision by living and breathing a common set of behaviours.

1. One School – The Immanuel Family

We are one school, a collective team that aims to bring the best of Immanuel to our students, recognising them as individuals. We create an enjoyable environment to learn and grow. Sharing and teamwork will be natural. We will:

- aim to get the best from our students
- be agile and flexible
- share knowledge and bring fresh insights
- always act in the interest of the whole school

2. A Place of Learning and Development

Our students and staff will relish their time and experience at Immanuel College. We have talented, enterprising and intellectually curious people who will use their knowledge and skills to achieve success. It is this purpose that enables us to attract, develop and excite students, staff and indeed all our stakeholders. We will:

- be positive and energise others
- invest in personal relationships
- listen with interest and curiosity, encouraging diverse views
- have a thirst for learning and developing others

3. Do the Right Thing

We take pride in all we do and do it with integrity, confidence and humility. We support one another and our communities. We have the courage to express our views. We will:

- put ourselves in each other's shoes
- never be satisfied with second best
- treat people in a way we would like to be treated
- always be brave enough to challenge the unacceptable
- act with integrity and enhance our reputation

We must all accept personal responsibility to play our part in driving our school, demonstrating these values and behaviours - opting out is not acceptable. Put simply, this is how we define success.

'You are all children of God There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus.' (Galatians 3:26-28)

Application Process

The closing date for all applications is 12 noon on Friday 1st October 2021.

Completed applications must be returned to Katie Green at Immanuel College ideally by email to:

katie.green@immanuel.bradford.sch.uk

Postal applications should be returned to Katie Green, Immanuel College, Leeds Road, Bradford, BD10 9AQ.

All applications will be acknowledged within 24hrs. Should you fail to receive a confirmation, please call 01274 425900

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need any further information please contact Katie Green on 01274 425900, or email katie.green@immanuel.bradford.sch.uk

About BDAT

Immanuel College is an Academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

Our growth

BDAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of February 2021, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. For more information on BDAT, visit www.bdat-academies.org.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

OUTLINE JOB DESCRIPTION

Reporting to Business Manager

The following information is furnished to assist staff joining Immanuel College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following information should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

PRIME OBJECTIVES OF THE POST

1. To manage school Management Information System (SIMS.Net)
2. To assist the Deputy Heads with responsibility for raising attainment and Pastoral Support with the management of relevant data and the production of related documents
3. To produce the school and workforce census
4. To complete the end of year procedures
5. To assist the Deputy Head responsible for the timetable with the application and maintenance of NOVA T6 and associated SIMS operations

SUPERVISION AND GUIDANCE

Will report predominately to the Deputy Heads in charge of raising attainment and Pastoral Support and where appropriate other members of the Senior Leadership Team.

RANGE OF DECISION MAKING

Will work within established policies and procedures.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC

Responsible for confidential information regarding pupils and staff.

RANGE OF DUTIES

1. To manage school Management Information System (MIS) (SIMS.Net)
 - Liaise with Deputy Head with responsibility for Pastoral Support to ensure SIMS is accurate and up to date, communicating with and supporting other staff who enter data into SIMS e.g. staff information, assessment data.
 - Liaise with relevant members of SLT and the wider pastoral team as appropriate (e.g. in relation to recording behaviour incidents, rewards etc).

2. To assist the Deputy Heads with responsibility for raising attainment and Pastoral Support with the management of relevant data and the production of related documents
 - Liaison with SLT members responsible for raising attainment and Pastoral Support
 - Liaison with appropriate colleagues in the organisation and the collation of all assessment information and data relating to Pastoral care
 - Manage the dissemination of data at individual student level for reporting to parents
 - Input and produce information using the Assessment Manager Module within the school MIS/Spreadsheets to allow analysis of data by Senior Leadership Team and Heads of Faculties for the purposes of raising attainment and monitoring progress.
 - Develop and maintain data from a range of outside agencies to enable a wide range of analysis at pupil, school, Local Authority and national level to include SISRA, FFT and other relevant sources.
 - Develop and maintain data within Power BI and Microsoft Excel.
 - Provide analysis and reporting of key data for SLT, teaching staff, the governing body, DFE and other external agencies
 - Manage the dissemination of data at individual student level for reporting to parents
3. To produce the school and workforce census
 - Liaise with relevant members of the Senior Leadership Team and Office Manager to ensure the accurate and timely upload of both school and workforce census onto the “Collect” website
 - Check accuracy of data held within SIMS on a regular basis and liaise with relevant staff to ensure that required information is collected prior to the census
4. To complete the end of year procedures
 - Liaise with the Deputy Head responsible for the timetable and other relevant colleagues (i.e. Heads of Faculty) to ensure that the end of year procedures are completed ready for the start of the new academic year
5. To assist the Deputy Head responsible for the timetable with the application and maintenance of NOVA T6 and associated SIMS operations
 - To assist the Deputy Head with the creation and maintenance of the NOVA T6 file, ensuring all steps are taken to provide smooth transition between all databases.
 - To input mid-term timetable changes as required
6. To support the Christian Ethos of the school and appreciate and support the role of other professionals.
7. May from time to time be required to undertake other ad hoc duties commensurate with the grade and level of responsibility defined in this job description.

NOTE

1. As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

| Attribute | Essential | Desirable | How Identified |
|------------------------|--|---|---|
| Qualifications | <ul style="list-style-type: none"> • GCSE Maths and English at Grade C or above (or equivalent) or experience demonstrating abilities at this level. | <ul style="list-style-type: none"> • A level Maths or degree in relevant subject | Application form |
| Experience | <ul style="list-style-type: none"> • Recent experience in public or private sector administration, using computerised management information systems and data systems i.e. Excel • Recent experience of using own initiative and self-motivation to produce complex spreadsheets and accurately manipulate data. • Proven track record of using innovative ideas to record and produce data for analysis. | <ul style="list-style-type: none"> • Experience of dealing with the public. • Experience of dealing with children/young adults. • Previous experience of working in a school environment. • Experience of using SISRA, POWER BI and FFT | Application form & Interview |
| Special Knowledge | <ul style="list-style-type: none"> • Knowledge of office methodologies (eg manual and electronic filing systems, correspondence files etc). | <ul style="list-style-type: none"> • Knowledge of School and Academy Procedures. | Application form. |
| Personal Circumstances | <ul style="list-style-type: none"> • Able to work the specified hours of the post. • Will not require leave of absence during term time (save for sickness or compassionate leave) • Legally entitled to work in the UK (Asylum and Immigration Act 1996). • Good attendance and timekeeping. | <ul style="list-style-type: none"> • Able to attend training courses as appropriate where the hours may vary from those specified for the post. | Application Form Application Form Documents References |
| Equal Opportunities | <ul style="list-style-type: none"> • Candidates should indicate an acceptance of, and a commitment to, the principal of the College's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community. | | Application Form |
| Training | <ul style="list-style-type: none"> • Commitment to own personal and professional development, being prepared to undertake training relevant to the post. • Evidence of further training in a range of computer applications and other relevant courses. | | Application Form |

| Attribute | Essential | Desirable | How Identified |
|-----------------------------------|--|--|---|
| Practical and Intellectual Skills | <ul style="list-style-type: none"> • Excellent oral/written communication skills with the ability to communicate directly with people at all levels • Must demonstrate good inter-personal and listening skills. • Developed organisational skills. • Ability to work independently and use own initiative to overcome obstacles | <ul style="list-style-type: none"> • Able to use all MS Office programs (e. g. Word, Outlook, Powerpoint and be familiar with other bespoke databases | Application Form Interview Application Form Application Form |
| Disposition and Adjustment | <ul style="list-style-type: none"> • Willingness to support the Christian Ethos of the College • Able to cope with special pressure of school life. • Able to rationalise conflicting demands and pressure. • Flexible approach, dependable and loyal – ability to work with a wide range of people • Able to work as part of a team and contribute to its success • Willingness to undertake a diverse range of duties according to the demands on the team | | Interview |

Personnel Specification

This personnel specification described the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. Specified posts which involve substantial one to one access to children will be subject to a search of police criminal records and appointment to this post will be conditional upon confirmation by the police of information provided to us by the applicant.

Equal Rights

Bradford is an equal rights employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to the council's services.