



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM

Data Manager Recruitment Pack



**GRANGE
ACADEMY**
LIBERTAS PER CULTUM



Welcome to Future Academies

Dear Applicant,

Thank you for your interest in the position of **Data Manager** for The Grange Academy. I am delighted that you are considering applying for a position at our trust.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient Data Manager to join the team to ensure compliance to all internal and external regulatory requirements.

We are **Future Academies**: a flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

The Grange Academy is a flourishing mixed, non-selective secondary school and sixth form based in Bushey, Hertfordshire, admitting students from the ages of 11 to 18.

The Grange Academy is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact me [via email at HREnquiries@futureacademies.org](mailto:HREnquiries@futureacademies.org).

JOB DESCRIPTION

Job Title:	Data Manager
Responsible to:	Vice Principal – Teaching and Learning
START DATE:	ASAP
Hours:	37 hours per week, (8am – 4pm, Friday 3:30pm)
Contract:	Permanent, Term Time plus 4 Weeks (42 weeks per year)
Salary:	P01 (£33,820 - £36,298 Pro Rata- Actual Salary £31,587-£33,902) plus fringe £951

THE ROLE

To continually develop the MIS and associated systems.

To produce clear, concise and accurate information to support Senior Leaders in raising standards of performance.

To set up, maintain and review highly complex data, problem solve, develop solutions and/or strategies with senior leaders to enable effective use of data for academy improvement.

To oversee all activities in regard to school data, ensuring that all MIS systems are utilized effectively including for recording student details, attendance, assessment, timetabling and results analysis.

To create and maintain clear timetabling for the Academy.

To ensure compliance to all internal and external regulatory requirements, including termly student census returns.

KEY RESPONSIBILITIES

- To take responsibility for the management of the Student Information Management System (SIMS) and related systems and the timely maintenance of data with regards to student records.
- To ensure that data held and produced is complete and accurate, including admissions, attendance, assessment, achievements and withdrawals.
- To work with senior management to develop the use of all SIMS modules including Assessment Manager and Behaviour modules and support staff in their day-to-day use of the system.
- To be responsible for the co-ordination and completion of the school census, school workforce census and other statistical government returns such as the DfE Table Checking Exercise and to disseminate externally produced school performance reports to senior leaders
- To update and maintain the assessment module and ensure that assessment data held on pupils is accurate and complete.
- To set up and maintain subject specific templates and marksheets in line with the Trust assessment policy.
- To manage the baseline and target setting process
- To be responsible for the co-ordination, creation, and maintenance of clear timetabling for the Academy
- To manage the student academic data assessment cycle and produce student progress reports for parents/guardians.
- To collate, analyse and make available Year 6 transition and in-year starters achievement and contextual data
- To co-ordinate the collection, analysis and reporting of designated internal and external tests and examinations
- To support parents use of the SIMS Parent App
- To provide staff training and literature specific to the school's use of SIMS and related systems
- To manage the academy's access to appropriate external websites e.g. SISRA Analytics, ALPS, Schoolcloud parents evening, FFT

- To populate the option choices in SIMS for Year 9 and 11 each year.
- To populate teaching groups once the school timetable is complete in July each year.
- To carry out the SIMS end of year procedures, including promotion and curriculum assignment.
- To provide students with timetables for the start of the academic year and as requested.
- To ensure a full understanding of SIMS and Course Manager.
- To provide support to other staff (with regards SIMS and related systems)
- To contribute to projects as and when required
- To manage, as required, any additions and revisions to the Academy's systems and procedures for the management of information
- To keep abreast of, and respond to, current guidance, requirements, education development and good practice in relation to data management
- To advise and assist senior leaders in reporting to governors, the trust, DfE and other relevant external agencies

OTHER

- To promote the aims, values and ethos of the Trust and uphold the Trust Data/GDPR policy.
- To adhere to all Academy policies and procedures.
- To participate in any appropriate meetings with colleagues and parents.
- To participate in performance management arrangements with the Trust.
- To attend training courses as required and lead by example on continuous professional development.
- To observe and promote Equalities across the Trust.
- To be responsive to school/ needs, demonstrating speed of response through own actions and proactively proposing ideas and solutions.
- To carry out any other duties appropriate to the level of the post as required by the Head of Data & Analytics or Principal.

PERSON SPECIFICATION

	DESCRIPTION	ESSENTIAL (E) DESIRABLE (D)
QUALIFICATIONS	Qualified to degree level or equivalent experience	D
	IT specific Qualifications (e.g. databases and spreadsheets to an advanced level) or equivalent experience	D
	Training in ESS SIMS modules	D
KNOWLEDGE, SKILLS AND EXPERIENCE	Advanced user of SIMS or a similar MIS system especially assessment tracking	E
	Experience of working with other school based systems	D

	High level of ICT skills, including advanced MS Office. This includes proficiency in spreadsheets, word processing and database understanding as well as the ability to adapt to new ways of working in this area	E
	Experience of manipulating data in a relational database	E
	Creativity with the ability to analyse problems and formulate different approaches leading to resolution.	E
	The ability to maintain professionalism and maintain confidentiality	E
	The ability to solve problems and provide solutions to challenges that arise	E
	The ability to prioritise work accurately and efficiently	E
	Flexible and supportive with the ability to work cohesively with internal contacts	E
	Excellent organisational, planning and time management skills.	E
	To be able to remain calm, efficient and positive under pressure	E
	The ability to work on own initiative and be decisive	E
	The ability to work as a member of a collaborative team	E
	Outstanding attention to detail	E
	Experience of working in a school or other educational environment	E
	Positive interpersonal and communication skills including an excellent telephone manner, tact and patience	E
OTHER REQUIREMENTS	The ability to remain discreet when privy to confidential information	E
	Commitment to safeguarding and promoting the welfare of children and young people	E
	Willingness to undergo appropriate checks, including enhanced DBS checks	E
	Willingness to undertake further training	E
	Have a willingness to demonstrate commitment to the Future Academies values and behaviours	E
	Committed to Equality, Diversity & Inclusion	E

NOTES TO APPLICANTS

GENERAL TERMS & CONDITIONS

The employer for this post is The Grange Academy.

The successful post holder will be based at The Grange Academy, London Road, Bushey, WD23 3AA.

The post holder will be eligible for enrolment in the Teachers' Pension Scheme.

The post holder will be required to complete a four-month probation period.

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com/careers-at-future-academies-london-united-kingdom-sw1v3at-schoolrecruiter)

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **23 April 2023**. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HRenquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and

volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.