



**St Ralph Sherwin**  
**Catholic Multi Academy Trust**



## **Saint John Houghton Catholic Voluntary Academy**

Saint John Houghton Catholic Voluntary Academy  
Abbot Road, Ilkeston, Derbyshire DE7 4HX

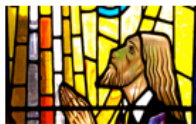


# **Application Pack**

**Academy Data Manager**

**Saint John Houghton Catholic Voluntary  
Academy  
Ilkeston**

# Welcome



St Ralph Sherwin  
Catholic Multi Academy Trust



Dear Applicant,

Thank you for expressing an interest in applying to work within the St Ralph Sherwin Catholic Multi-Academy Trust (CMAT). As CEO, I want to provide you with an introduction to our Trust and to give you a flavour of what working within our Trust would be like.

Firstly, you do not need to be a Catholic to work in our Trust. There are certain reserved positions, which require someone to be Catholic, i.e. CEO, Headteacher, Deputy Headteacher, Subject Leader/Head of RE and Lay Chaplain but other than that a respect for our ethos and a willingness to participate in what we do is all that is required.

Everybody who works within our Trust, in a school or central offices is in some way a teacher. Whether you are the headteacher, a classroom teacher, receptionist, cook, cleaner, caretaker, HR or Finance manager/assistant you have an impact on the children we serve. We are a family and building a community which supports and upholds our gospel values of tolerance, respect, compassion and love are central to our success going forward.

This is a hugely important time in the life of our Trust. As of 1<sup>st</sup> September 2018, we have brought together 25 schools from Derby City, Derbyshire, Staffordshire, Stockport and Nottinghamshire (of which 20 are primary and 5 are secondary) to work within the Trust.

As CEO of the Trust I understand the huge responsibility I have to ensure that every child and young person benefits from the establishment of this new Trust.

The St Ralph Sherwin Catholic Multi-Academy Trust has been formed to preserve, maintain and develop Catholic education in the areas served by its academies. We are committed to providing the highest quality of education for every child and young person we serve.

We have a vision for our Trust that goes beyond our individual academies and that changes our perceptions from *my* academy to *our* academy. Working together through the Trust, each academy will benefit educationally from the expertise within the Trust as a whole and practically from the services procured and provided centrally. By formalizing the links between secondary and primary schools we will provide a stable, challenging and consistent education through the phases to those pupils and families we serve. Our Trust will be a dynamic entity, which will grow and adapt with those who are working and learning within it. It will respond to the needs of its community while adhering to the Catholic principles upon which its member academies are founded.

We have been given a wonderful opportunity to shape the future of Catholic education for around 8,000 young people who attend our schools across the Trust.

Schools are special places where we get the chance to improve the lives of young people in a unique way. The best schools are places where we develop young minds; we must focus on growth not just in the brain but the growth of character, the development of the whole person.

I hope you are excited by this vision of what we want to achieve and if you feel you want to be part of this, I would encourage you to apply for this position within our Trust.

Yours sincerely

Sean McClafferty

CEO, St Ralph Sherwin Catholic Multi-Academy Trust

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### Academy Data Manager

<b>Grade/SCP:</b>	<b>Band 5, SCP 19 - 24</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Hours:</b>	<b>37 Hours Per Week, 42 weeks per year</b>
<b>Full time salary:</b>	<b>£24,799 - £27,906</b>
<b>Actual part time salary:</b>	<b>£22,571.88 - £25,398.92</b>

Saint John Houghton Catholic Voluntary Academy, part of the St Ralph Sherwin Catholic Multi-Academy Trust is seeking to appoint a highly skilled and motivated individual who will ensure the efficient and effective use of data within the Academy so that Teaching and Learning is targeted and appropriate to enable every student to meet or exceed their expectations.

You will prepare, collate and disseminate student attainment, assessment, progress and standards data as required, to the Trust, Academy Leadership Team, Local Governing Body, staff, students and parents/carers.

You will have proven experience of working in data management and have experience in working on the provision of high-quality management and analysis.

We can offer the successful candidate:

- A supportive working environment based around our Catholic ethos and an excellent and varied weekly CPD programme (we welcome applications from Catholics and non-Catholics)
- A dedicated, supportive and committed team of staff
- A welcoming community with a clear sense of its Catholic identity
- Training and support to develop skills

The successful candidate will be supported by a very strong senior leadership team and will work in a school on a journey of improvement where the culture is focused on ensuring every child can become the best that they can be.

We have good road links with J25 of the M1 and the Nottingham-Derby A52

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**Our vision: Learning Without Limits**

**Our Mission: Inspiring ambition and excellence, guided by Christ**

**Our Values: Aspiration, Respect, Determination**

School Visits are very much welcomed. To arrange a visit to the school applicants should contact Helen Swindell on 01159 322896

Previous Applicants need not Apply

### **How to apply**

For more information and application pack visit <https://srscmat.co.uk/vacancies> or email [vacancies@srscmat.co.uk](mailto:vacancies@srscmat.co.uk).

Indicative time table below:

**Closing date: Friday, 16 August 2019 (9am)**

**Interviews: w/c 19 August 2019**

# Job Description

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### St Ralph Sherwin Catholic Multi Academy Trust Job Description

#### Academy Data Manager

<b>Location:</b>	St John Houghton Catholic Voluntary Academy, Ilkeston
<b>Reporting to:</b>	Deputy Headteacher
<b>Responsible for:</b>	Examinations Officer
<b>Liaising with:</b>	Academy Leadership Team, Teaching and Classroom Staff, Admin Team, Local Governing Body, ICT Manager, External Suppliers, other colleagues, Trust Data Manager, external agencies
<b>Grade/Salary:</b>	SRS CMAT Band 5, SCP 19 – 24, £24,799 - £27,906 (full time equivalent)
<b>Hours of work:</b>	37 hours per week (additional hours may be required to meet the requirements of the role), 42 weeks per year, to include the week of GCSE examination results

#### Core Purpose:

To ensure the efficient and effective use of data within the Academy so that Teaching and Learning is targeted and appropriate to enable every student to meet or exceed their expectations.

To prepare, collate and disseminate student attainment, assessment, progress and standards data as required, to the Trust, Academy Leadership Team, Local Governing Body, staff, students and parents/carers.

#### Specific areas of responsibility and key tasks:

##### Data Management

To keep informed and abreast of developments in data management in relation to an educational environment and make recommendations to the Leadership Team accordingly.

To ensure that the examination boards, their syllabuses and grade thresholds are chosen to best meet the needs of all students.



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To keep up to date with all legislative and government policy changes relating to information management and their implications.

Responsible for the management and production of student reports.

To adhere to the requirements of the General Data Protection Regulations and safeguarding legislation.

To analyse and interpret performance data and produce reports to assist the Senior Leadership Team in their decision-making e.g. Exam data, attainment, progress and attendance data.

To work closely with Exams Officer on examinations results day, analysing results and timely submission of these to local authority, Trust and Academy SLT, Governors.

To liaise with the Network Manager to ensure the effective running of the relevant software and hardware.

### **Systems Management**

To be the MIS and assessment systems administrator (SIMS, GO4Schools and FFT Aspire), supporting and training members of staff as and when required, dealing with external systems queries from parents / carers as required.

To ensure the student data held in the MIS is accurate and up to date, in line with GDPR and safeguarding requirements.

To support the SLT member in the production of the Academy timetable using NovaT.

To set up and maintain the options process, utilising Options Online in SIMs.

To be responsible for ensuring that GO4Schools is updated with student targets on an annual basis.

To be responsible for MIS student data transition from one academic year to the next to ensure data is accurate and fit for purpose ready for the new academic year.

Set up and maintain vertical registration groups and house structure in MIS.

To be responsible for updating student timetables and curriculum changes throughout the academic year.

### **Statistical Returns**

To prepare and complete the statutory pupil census returns and ensure they are submitted in a timely manner.

In liaison with the SLT and Trust Data Manager, to ensure accurate data is provided for Trust Data returns.

To complete other required statistical returns, ensuring data integrity and timely submission, as and when required.

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### ***Student Interventions***

To co-ordinate and maintain an interventions calendar over the course of the academic year.  
Production of examinations booster timetable prior to external summer examinations.

### ***Additional Duties***

To be flexible and work according to the needs of the Academy and Trust, undertaking any other duties, which may be required as directed by the Leadership Team including assisting in other sections of the administration of the Academy where necessary

Contribute to the overall ethos/aims of the Academy and that of the Trust

Recognise own strengths and areas of expertise and use these to advise and support others

Responsibility for promoting and safeguarding the welfare of children and young people that you may come into contact with.

To ensure all tasks are carried out with due regard to Health and Safety.

To promote the agreed vision and aims of the Academy and the Trust.

To set an example of personal integrity and professionalism.

Attendance at appropriate staff meetings.

Any other duties required to ensure the positive outcomes for our pupils.

# Person Specification

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### St Ralph Sherwin Catholic Multi Academy Trust Person Specification

#### Academy Data Manager

A Training and Qualifications	Essential	Desirable
Educated to A Level or above, including a minimum of GCSE (or equivalent) grade C in maths and English	Y	
National Data Managers' Award (or equivalent) or relevant experience		Y
Evidence of commitment to continuing professional and personal development of self and others	Y	

B Experience	Essential	Desirable
Experience and working knowledge of school/academy data and performance measures	Y	
Experience and working knowledge of GO4Schools and/or similar assessment analysis programmes		Y
Proven experience of working in data management	Y	
Experience of working on the provision of high-quality data management and analysis	Y	
Experience of working in a pressurised environment with competing deadlines	Y	
Experience of managing and maintaining MIS systems within a secondary school setting		Y
Experience of successful line management		Y



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<b>C Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Excellent knowledge of ICT systems including Microsoft Word, Excel, Access, Power-Point	<b>Y</b>	
Excellent interpersonal skills and be able to communicate effectively both orally and in writing, including dealing with people at all levels, in the presentation of ideas, recommendations and analytical reports	<b>Y</b>	
Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach	<b>Y</b>	
Ability to present data in a user-friendly manner	<b>Y</b>	
Ability to set up and maintain efficient manual and computerised administrative systems to ensure smooth running and streamlined services	<b>Y</b>	
Ability to work under pressure and ensure that deadlines are met	<b>Y</b>	
Ability to prioritise own workload and workload of others in order to meet deadlines	<b>Y</b>	
Ability to be proactive and use own initiative be creative and think beyond the obvious solutions	<b>Y</b>	
Ability to interpret and communicate data effectively	<b>Y</b>	
Ability to analyse complex information from a range of reporting and analytical systems	<b>Y</b>	

<b>D Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to support Catholic life in schools	<b>Y</b>	
Ability to be respectful and promote equality of opportunity and diversity	<b>Y</b>	

# Person Specification

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<b>E</b>	<b>Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
	A commitment to safeguarding and promoting the welfare of children and young people.	<b>Y</b>	

<b>F</b>	<b>General</b>	<b>Essential</b>	<b>Desirable</b>
	There will be a requirement to be in the Academy during GCSE results week in August.	<b>Y</b>	

# Information for Applicants

## How to apply

A job description and person specification are available for download.

If you wish to apply, please download, complete and email your application form and associated forms to [vacancies@srsccmat.co.uk](mailto:vacancies@srsccmat.co.uk) by the closing date of 10am 2 July 2019.

Please ensure that your application contains the following:

- A clear indication of the post for which you are applying
- Email addresses for all your referees
- **NB Should you be shortlisted, references will be taken up prior to interview**
- The completed separate Rehabilitation of Offenders Disclosure Form
- The completed separate Recruitment Monitoring Form

All CVs must be accompanied by a fully completed application form.

## Closing Date

Please ensure your application arrives before the closing date. We are now monitoring our recruitment advertising and would be grateful if you could fill in this question on page two of the application form, stating where you first learned of this vacancy.

## Interview

Please assume that if you have not heard from me within two weeks of the closing date, that unfortunately on this occasion your application has not been successful.

## School Visit

The school warmly encourages applicants to visit their school. Please contact Helen Swindell at the school office on 01159 322896 to arrange an appointment.

**The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Should you be shortlisted, references will be taken up prior to interview. The appointment will be made subject to an enhanced DBS check and other pre-employment checks.**

# Information for Applicants

## St Ralph Sherwin Catholic Multi-Academy Trust

On 1<sup>st</sup> September 2018, the St Ralph Sherwin Catholic Multi-Academy Trust brought all of the 25 Catholic schools located in Derby City, Derbyshire, Staffordshire and Stockport together in a partnership, to ensure the very best spiritual, social and academic experiences and outcomes for the young people in our schools. We will achieve this through working together to share what we do well and identify the areas where we can learn from each other. As a Catholic MAT, we will place the life, teachings and person of Jesus Christ at the centre of everything we do.

The Schools of the St Ralph Sherwin CMAT:

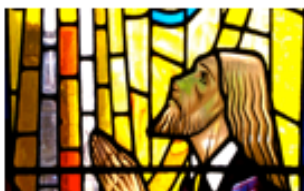
### Primary Schools

St John Fisher Catholic Voluntary Academy, Derby  
St Alban's Catholic Voluntary Academy, Derby  
St George's Catholic Voluntary Academy, Derby  
St Joseph's Catholic Primary School, Derby  
St Mary's Catholic Primary School, Derby  
Christ the King Catholic Voluntary Academy, Alfreton  
St Elizabeth's Catholic Voluntary Academy, Belper  
St Anne's Catholic Voluntary Academy, Buxton  
All Saints & Saint Margaret's Catholic Voluntary Academies, Glossop

St Mary's Catholic Voluntary Academy, Glossop  
St Charles's Catholic Voluntary Academy, Hadfield  
St Thomas Catholic Voluntary Academy, Ilkeston  
English Martyrs' Catholic Voluntary Academy, Long Eaton  
St Joseph's Catholic Voluntary Academy, Matlock  
St Mary's Catholic Voluntary Academy, New Mills  
St Edward's Catholic Voluntary Academy, Swadlincote  
The Priory Catholic Voluntary Academy, Eastwood  
Holy Rosary Catholic Voluntary Academy, Burton

### Secondary Schools

St Benedict Catholic Voluntary Academy  
St Thomas More Catholic Voluntary Academy  
St Philip Howard Catholic Voluntary Academy  
St John Houghton Catholic Voluntary Academy  
Blessed Robert Sutton Catholic Voluntary Academy



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