



# KING SOLOMON

INTERNATIONAL BUSINESS SCHOOL

*Education Excellence & Character Development*



## Data Manager

### Information Pack





**King Solomon International Business School**

**Education Excellence & Character Development**

**Lord Street,  
Birmingham,  
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**E: [hr@kingsolomonibs.com](mailto:hr@kingsolomonibs.com)**

**W: [www.kingsolomonibs.com](http://www.kingsolomonibs.com)**

Dear Colleague,

I am very pleased you are considering joining King Solomon International Business School. This is an exciting opportunity to make a noteworthy difference to the staff and students.

At King Solomon we endeavour to inspire our students to seek out the best from what life has to offer. It is our aim to nurture students who are equipped and keen to make the most of the vast array of opportunities set out before them in school and beyond. Our vision is to achieve academic excellence, develop students with exemplary character and to prepare students to effectively live, work and trade in the global economy, ensuring all students succeed.

We are a vibrant and active school community where the school vision is centred on academic excellence and character development. As a Christian school, the virtues of the 'Fruit of the Spirit' are viewed as one of the core purposes of our work in terms of developing students exemplary character and having a caring and positive impact as a global citizen.

The Christian ethos provides a framework for the kind of character we want our pupils to develop. We therefore seek to develop student's ability to recognise good advice, make sound judgements, wise decisions and to be honest, just, fair and resourceful.

King Solomon is a Free School which opened in September 2015 and caters to ages 4 – 18. Our Primary School is two-form entry, and the year groups currently range from Reception to Year 3. Our Secondary School is a three-form entry and the year groups currently range from Year 7 to Year 10.

Our curriculum is tailored to embrace the International Baccalaureate (IB) learner profile as we seek to lay the foundation for them to effectively progress onto studying in their later years at the school, the IB Diploma (an outstanding pre-university course that offers a broader programme of study than A-levels) or the IB Career related Certificate (a vocational orientated programme).

Please explore our website and read through the supplementary materials included in this job pack to find out more about us. The job description and person specification will show you an indication of the character we hope to recruit for this post.

If you wish to follow us on the journey to develop students who are able to reflect critically upon the world around them, who adopt a responsible attitude towards global citizenship and who play an active role in helping to shape their own learning journey through school, I would be delighted to receive your application.

Your application must be received by **17:00 on 24<sup>th</sup> October 2018**. You must fill out our application as we do not accept C.Vs for this post. A cover letter will be accepted accompanying your application form, and this should outline your experience and achievements that prepare you for this role and show how you will make an impact in our school.

Yours faithfully,

Rev. Gilroy Brown  
Principal



**King Solomon International Business School**

**Education Excellence & Character Development**

**Post: School Data Manager**

**Salary/Grade: Grade 3 (26-28) £23,398 – £24,964 which will be pro rata to 3 days a week**

**Contract Type: Permanent – Full Time**

**Contract Start Date: ASAP**

King Solomon International Business School has a growing and engaging Support Staff Team. We need someone exceptional to join our team from November 2018. Our schools provision is engaging, inspired and inclusive. We use RM Integris to assess our pupils and encourage parents to engage well with our students' learning journey.

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We offer a broad, balanced curriculum, which is enhanced by our enrichment provision. There are lots of opportunities for students to develop their learning muscles, enhance their basic skills of communication and literacy as well as explore particular strengths and interests.

Our staff are continually developing imaginative ways to engage students, and demonstrate their commitment to support our young people as they explore the world around them

We believe in partnership with all stakeholders. This means working closely with parents and carers to support students to make outstanding progress. It also means encouraging students to work together to support one another. Our ethos leads us to promote respect for each other as well as ourselves, which is a priority of our school.

**King Solomon International Business School is committed to the safeguarding and promoting of welfare of vulnerable groups including children, and expects all staff and volunteers to share this commitment. An enhanced DBS clearance is therefore required for this role.**

**Application packs are available from our website or from our school. All completed applications must be returned either by post or directly to the school office, or emailed to [hr@kingsolomonibs.com](mailto:hr@kingsolomonibs.com). Interested applicants can contact the school on 0121 357 1905.**



**Post: School Data Manager**

**Salary/Grade: Grade 3 (26-28) £23,398 – £24,964 which will be pro rata to 3 days a week**

**Contract Type: Permanent – Full Time**

**Contract Start Date: November 2018**

**Central Purpose:** To implement and maintain a full school data analysis service to support teaching, learning and pastoral support. Produce clear, concise and accurate information to support senior and middle leaders in raising standards of performance across the school. You will work both with internal data analysis and also draw comparisons/conclusions against national data sets to help inform strategic and operational decisions. In addition, the post holder, will assist with the organisation of the internal and external examinations including timetables, related resources/accommodation and the direction of invigilators

#### **Supervision and Management**

The post holder will be required to work under the general supervision of the Vice Principal.

#### **Problem solving and creativity**

- To deal with changing and conflicting work deadlines under the guidance of the Vice Principal
- The post holder will be expected to develop a detailed knowledge of examination administrative requirements of external bodies recognised and used by the school. Assist in the safe and secure management of the school's examination data and the reporting of that data to the appropriate agencies.

#### **Key contacts and relationships**

Close contact with all levels of staff within the school and external bodies in the use of analysed of data. Confidentiality and security of information is an important aspect of this post.

#### **Decision Making**

The post holder will be expected to make decisions on a day-to-day basis to ensure that deadlines and other requirements are met. The post holder will prioritise the workload on a daily basis and make decisions on the use of appropriate analytical techniques, reports and format of data.

#### **Resources**

To be responsible for the security, handling and safekeeping of school data and examination papers within the school under the guidance of the Principal or other delegated line management.



**Post: School Data Manager**

**JOB DESCRIPTION**

**Central Purpose:** The successful candidate will be engaging, forward thinking and have a sound understanding of school data management. You must be a good team player and willing to share your ideas and expertise for the benefit of the school.

**Main Responsibilities and Duties**

1. Maintain student data held within the schools MIS and internal database systems
2. To be responsible for the setup and maintenance of the analysis tool RM Integris to enable timely analysis of predicted and actual results. Working with staff to help their understanding of this tool.
3. To assist the Senior Leadership Team with the interpretation and analysis of student data (results, predictions and pastoral) against national and school contexts.
4. Collate Key Stage 2 data (and other extended details) from feeder primary schools. Distribute data as appropriate to assist with the smooth progression from Key Stage 2 to Key stage 3.
5. Upload data that comes into school electronically, e.g., CATS, FFT, KS2 and KS3 results.
6. Oversee the baseline assessment routine for new entrants to school including liaising with previous schools, SEN and Year Teams.
7. Create and produce student/subject reports each half-term for different audiences (pastoral teams, subject teams) on such information as rewards and behaviour data
8. Complete appropriate data input associated with the smooth administration of the school using the School Management Information System (RM Integris) e.g. Staff and Pupil records. Working with others where appropriate but retaining oversight and offering training/support where necessary.
9. Complete various forms, returns and statistics of a routine nature for submission to the DfE, governors and other departments.
10. Deal with student data queries from official agencies e.g., the Local Authority/NHS Health Trust.
11. Analysis of examination results (KS4, KS5 including teacher professional predictions)
12. To assist with the electronic administration of the school timetable, including the administrative changes regarding staffing, rooming and teaching set changes using agreed processes to ensure accuracy
13. To oversee the primary school data systems and procedures.
14. Support non-teaching staff in using data systems to improve their productivity both in the short and long term.

15. Be familiar with and ensure compliance with all current legislative requirements, i.e. data protection, copyright and computer misuse etc., and advise staff, as appropriate.
16. Undertake training and development relevant to the post and in line with the school's developing profile.
18. Working with other administrative staff on the up-keep of the school's electronic student records including student personal information.
19. To support the schools internal and external examinations services working with the Head of Secondary School
20. General office duties e.g. filing, photocopying, collating reports, distribution of exam results/certificates.
21. Keeping a record of colleagues that have failed to meet deadlines on multiple occasions and reporting this to senior colleagues where appropriate.
22. Undertake such other duties as reasonably required by the Principal.
23. To provide back up support for the attendance office, as and when required.
24. To be responsible for the health and safety and welfare of themselves and others.
25. To be a team player and contribute within your own capabilities towards the school vision.
26. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**

**The job purposes and key statements remain indicative and by no means exclusive. Given the evolving needs of the school, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.**

**The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.**

**An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.**



Experience	Essential (E) or Desirable (D)
<ul style="list-style-type: none"> <li>• Experience of an educational environment.</li> <li>• Experience of a Schools Information Management System).</li> <li>• Experience of using third party data analysis systems including SISRA.</li> <li>• Advanced application of Microsoft Office suite 2010 or later – Word, Excel and PowerPoint.</li> <li>• Some knowledge of examination procedures.</li> <li>• Recent experience of managing information processes within an organisation. Experience of developing data analysis systems.</li> </ul>	<p>E E E E D E</p>
Personal Qualities	Essential (E) or Desirable (D)
<ul style="list-style-type: none"> <li>• A caring ethos</li> <li>• A commitment to the school</li> <li>• A commitment to working co-operatively in a team situation</li> <li>• An enthusiastic, caring and flexible approach to teaching</li> <li>• Commitment to quality learning</li> <li>• Commitment to the role of parents/carers as co-educators</li> <li>• A creative thinker</li> <li>• Self-motivation and initiative</li> <li>• An ability to embrace change with enthusiasm and a positive outlook</li> <li>• A commitment to high standards</li> <li>• To be able to work and plan with colleagues in a constructive manner</li> <li>• To be able to motivate children to achieve their best</li> <li>• To be a practising Christian</li> <li>• A sense of humour</li> <li>• An ability to lead a subject area effectively</li> <li>• To be able to think strategically</li> <li>• To contribute eagerly to all aspects of school life</li> <li>• A global outlook</li> <li>• An interest in business and enterprise along with a willingness to promote within the school</li> </ul>	<p>E E E E E E E E E E E E D D D D D D D D D D D D</p>
Personal Qualities	Essential (E) or Desirable (D)
<ul style="list-style-type: none"> <li>• A willingness to attend courses and training which further school development as well as personal goals</li> <li>• An ability to disseminate information to staff and to share expertise</li> <li>• An understanding of current development in primary education</li> <li>• To have an up to date knowledge of national priorities to support school improvement planning</li> </ul>	<p>E E D D</p>
Letter of Application	Essential (E) or Desirable (D)
<ul style="list-style-type: none"> <li>• Ability to present succinctly a professionally sound philosophy and practise of education</li> </ul>	<p>E E</p>

<ul style="list-style-type: none"> <li>Ability to demonstrate how this philosophy and previous experience relates to the post applied for</li> </ul>	
<b>References</b>	<b>Essential (E) or Desirable (D)</b>
<ul style="list-style-type: none"> <li>Two fully supportive references commenting on candidates professional and personal qualities. One of these must be from the candidates most recent head teacher.</li> </ul>	E