

**Ofsted**  
Outstanding  
Provider



**Moorlands**  
Learning Trust



**ILKLEY GRAMMAR SCHOOL**

A MOORLANDS LEARNING TRUST ACADEMY

**FURTHER  
PARTICULARS FOR  
THE POST OF:**

**DATA MANAGER**

**APRIL 2023**

**Ilkley Grammar School: Data Manager**  
**Scale Pay Point 23-30 (£28,311 to £34,083)**  
**Pattern of hours will be 37 hours each week**  
**8.00am to 4.00pm with a 30-minute unpaid lunch each day and an early finish**  
**of 3.30pm one day each week**

**Term Time Only Plus 20 days (equivalent to 42 weeks per year)**

Thank you for requesting details for the post of Data Manager. We are looking for a colleague with exceptional data and administrative skills to provide a lead role in the strategic management of the school Management Information System (MIS) database which is currently SIMS. This will include collecting, administering, managing and maintaining whole school data and supporting the process of statutory returns at this successful, oversubscribed comprehensive Academy.

The successful applicant will support our over-arching objective of delivering outstanding learning and teaching, by ensuring that the use of the academy's MIS database is effective and efficient. He/she will also have high expectations and an unwavering commitment to all staff, students and stakeholders.

This is an exciting time in the school's development. In July 2022 it was announced that IGS has been selected for the next phase of the national Schools Rebuilding Programme and will receive substantial capital investment to rebuild and refurbish parts of the school. This will have a transformative impact on the learning environment at IGS and will substantially reduce our carbon footprint. Whilst detailed planning is already underway, building works are due to commence in 2024.

We are very proud of our excellent reputation in the local community, as well as the wider Leeds and Bradford areas and pride ourselves on the quality of education we provide to our students. Our Ofsted inspection of March 2017 confirmed us as an 'Outstanding' school in all areas, where students "attain highly and make excellent progress", where behaviour is "exemplary" and where "teachers go the extra mile to make sure students achieve, feel cared for and thrive within a supportive and productive learning environment" (Ofsted March 2017). Our success was also recognised in The Sunday Times Schools Guide 2023 with Ilkley Grammar School ranked in the top two best state secondary comprehensive schools in the north of England and the highest ranked comprehensive school across the whole of West Yorkshire.

We deeply care for our staff as well as our students and take their wellbeing seriously, engaging regularly and meaningfully with all colleagues. We have a strong associate staff team employed across student support and pastoral roles, administration, premises management, IT support, finance, catering and operational management. We are sensitive about the importance of managing staff workload and are committed to providing a positive and supportive environment in which staff feel valued and trusted. All staff have access to an Employee Assistance Programme, and we have an embedded schedule of extra-curricular, voluntary 'Wellbeing Wednesday' sessions for staff to access across the school year. The school closes earlier for students on Wednesdays to accommodate these sessions as well as to facilitate whole school and departmental staff development and training.

If you are inspired by this opportunity and have the qualities to contribute to our high-quality provision, then we would be delighted to hear from you.

**How to Apply**

As part of your online application in the Personal Statement section (no more than 2 sides of A4) please explain:

How your skills, qualities and experiences make you a suitable candidate for this post.

The closing date for this post is: 8am on Monday 24<sup>th</sup> April 2023

Provisional interview is scheduled for Friday 28<sup>th</sup> April 2023

If you do not receive an invite to interview by the afternoon of Wednesday 26<sup>th</sup> April 2023, we regret your application will have been unsuccessful on this occasion. We wish you every success in your future career.

Thank you again for your interest in our school.



Carly Purnell  
Headteacher

## **PRIME OBJECTIVES OF THE POST:**

- Be Responsible for the management and maintenance of whole school data
- Ensure the maintenance of student assessment data, curriculum data and targets within SIMS
- Be responsible for the administration of student data and reports to parents and stakeholders
- Oversee key curriculum processes in relation to the whole school timetable
- Complete statutory returns including the census (NB: there will initially be support for this process if required)

## **RESPONSIBLE TO: ASSISTANT HEADTEACHER FOR ASSESSMENT, STANDARDS AND DATA SYSTEMS**

### **THE POST HOLDER WILL:**

#### **Key Accountabilities**

- Manage and maintain the school's student database in the school's MIS (currently SIMS)
- Maintain a detailed working knowledge of all areas of SIMS
- Keep up to date with changes to relevant legislation to ensure that the school's data management practices are compliant
- Manage the collection of student performance data in line with the school assessment calendar
- Provide support with the management and administration of a robust and efficient system for recording, reporting and analysing student progress and examination results
- Provide assistance with the construction and maintenance of the annual school timetable
- Keep accurate records to facilitate the completion of accurate statutory returns

#### **Supervisory/management responsibilities:**

- To take a lead role in the development, maintenance and management of the record/information system
- Regularly collect, review and approve changes to student data
- Keeping accurate records of all key groups in SIMS e.g LAC, PP, EAL, SEN
- Support the primary to secondary transition process through the effective collection of data
- Obtain KS2 data from the DfE and upload to SIMS
- Maintain records for students attending an alternative provision, as required by the census
- Set up new systems to meet the needs of school leaders
- Liaise with HR/IT Manager regarding IGS staff to ensure that the appropriate permissions are granted within SIMS, in line with their areas of responsibility
- Provide training for Middle and Senior Leaders on in-school and external data systems
- Provide supervision of data entry to ensure accuracy
- Liaise with the examinations officer regarding data produced for the examination process
- Manage the timetable and register data in SIMS, ensuring that: the timetable is loaded accurately into SIMS at every point when changes occur; that students are entered for correct classes; any changes are maintained throughout the year and that the appropriate members of staff are made aware
- Ensure target setting data for individual student, subject and whole school needs is accurate and up to date.
- Monitor all SIMS marksheets that capture student progress data for missing items and follow up with staff when required
- Facilitate the production of the AS and A2 ALPS reports, alongside the Assistant Headteacher (Post 16)
- Provide accurate student data for Progress and Experience Leaders (PrExls) to inform whole school monitoring of progress and intervention programmes.
- Provide student data at sub-group level, of student performance in all external examinations (GCSE, A-level etc.) and internal examinations and assessments in a timely manner, as and when requested by School Leaders
- Provide information as required to support the whole school self-evaluation and quality assurance systems.
- Manage and maintain the school reporting system and the report templates, reflecting any changes and amendments to reporting practices in liaison with the Assistant Headteacher (Data) and in line with the assessment calendar
- Manage the smooth transition from one academic year to the next with all sections of SIMS
- Support in the Year 8/9 and 9/10 Options process through the management of SIMS Options online, entering student choices, classes and blocks
- Maintain Course Manager within SIMS

- Liaise with the Assistant Headteacher (KS3) to set up and maintain the pastoral structure and registration groups
- Be responsible for completing and submitting the school census at each of the 3 points throughout the year, initially with support if necessary
- Maintain records on funding and monitoring for the purpose of the census
- Support the Senior Pastoral Team (Deputy Headteacher/Assistant Headteachers) with the collection and analysis of behavioural data.
- Support the Leadership Team with collating results of questionnaires and presenting findings and evaluations in a suitable manner.
- Liaise with appropriate service providers and the school ICT Manager to determine the best use of IT systems within IGS
- Be responsible for all data imports and exports via the DfE, S2S, GIAP, ASP, LRS, Bradford Schools Online etc. meeting all necessary deadlines. Pursue queries regarding the school data with the relevant bodies as required.

### **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required, for example Fire Marshall
- To support, uphold and contribute to the development of the Academy's Equality policies and practices in respect of both employment issues and the delivery of services to the community.

### **General Accountabilities**

- Demonstrate and reinforce the 6 IGS Personal Best values of **Pride, Respect, Courage, Responsibility, Kindness, and Resilience.**
- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times;
- establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school;
- be aware of and comply with the code of conduct, regulations and policies of the school;
- develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.

### **VARIATION IN ROLE**

Given the dynamic nature of the role and structure of Ilkley Grammar School as an Academy, it must be accepted that, as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

### **Recruitment and Selection Policy Statement**

The Academy's Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As with most associate staff roles. this post is subject to the satisfactory completion of a six-month probationary period.

**Agreed by:**

**Post Holder:**

**Print name**.....

**Signature**.....

**Line Manager:**

**Print Name**

.....

**Signature**.....

**Date:** .....

## PERSONNEL SPECIFICATION – DATA MANAGER

Qualifications	Essential/ Desirable E/D	How Identified	
<input type="checkbox"/> GCSE grade C or equivalent in English and maths	E	Application form and selection process	
<input type="checkbox"/> Educated to at least level 3 (A-Level or equivalent)	D		
<input type="checkbox"/> First Aid qualification or willingness to undertake First Aid at Work qualification	D		
<input type="checkbox"/> An understanding of child protection, health, safety and security	D		
Experience/knowledge	Essential/ Desirable E/D	How Identified	
<input type="checkbox"/> Relevant experience in a data-focused role	E	Application form and selection process	
<input type="checkbox"/> Experience of working in a school or sixth form college	D		
<input type="checkbox"/> Experience and knowledge of MIS school systems – SIMS or equivalent	D		
<input type="checkbox"/> Experience of working in a high-pressured environment	E		
<input type="checkbox"/> Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	E		
<input type="checkbox"/> Experience of delivering to deadlines and achieving set targets to a high standard.	E		
<input type="checkbox"/> Aware of requirements under Health & Safety regulations	D		
<input type="checkbox"/> Knowledge of First Aid procedures	D		
<input type="checkbox"/> ICT competence or ECDL level or equivalent	D		
<input type="checkbox"/> Experience of e-learning including mobile technologies	D		
Training	Essential/ Desirable E/D		How Identified
<input type="checkbox"/> Willingness to participate in CPD	E		Application and selection process
<input type="checkbox"/> Evidence of relevant CPD	E		
Skills	Essential/ Desirable E/D	How Identified	
<input type="checkbox"/> Meticulous attention to detail and accuracy in all tasks	E	Application form and selection process	
<input type="checkbox"/> Able to think logically and calmly when under pressure.	E		
	E		
<input type="checkbox"/> Understand and carry out instructions	E		
<input type="checkbox"/> Able to keep accurate & appropriate records	E		
<input type="checkbox"/> Able to work with confidential information and maintain confidentiality	E		
<input type="checkbox"/> Able to use initiative within school policies and practices	E		
<input type="checkbox"/> Good standard of written and spoken English	E		
<input type="checkbox"/> Highly organised with excellent time management skills	E		
<input type="checkbox"/> Excellent IT skills	E		
<input type="checkbox"/> Excellent numeracy skills	E		
<input type="checkbox"/> Able to act in an understanding and patient manner whilst remaining firm and fair	E		
<input type="checkbox"/> Able to take initiative and to work independently	E		
<input type="checkbox"/> Strong interpersonal skills and confident communicator to a wide audience including teachers, Leadership Team and external agencies)	E		
<input type="checkbox"/> Good problem solver	E		
<input type="checkbox"/> Understand and manipulate numerical & statistical data	E		

<input type="checkbox"/> Evidence of the ability to promote a positive ethos and pride in the school together with high standards of education, care and behaviour	E	
<input type="checkbox"/> Development planning, monitoring and evaluation	D	
<b>Professional Qualities</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Abide by the school's policies	E	Application form and selection process
<input type="checkbox"/> 'Can do' attitude	E	
<input type="checkbox"/> Teamwork/collaboration	E	
<input type="checkbox"/> Emotional intelligence	E	
<input type="checkbox"/> Professional appearance	E	
<input type="checkbox"/> Sense of humour and perspective	E	
<b>Equal Opportunities</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Selection process
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
<b>Circumstances - Personal</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Will not require holiday leave during term time.	E	
<input type="checkbox"/> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).	E	Selection process and completion of an Enhanced DBS disclosure
<input type="checkbox"/> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).	E	
<input type="checkbox"/> If driving is a feature of this post – must be licensed and appropriately insured (e.g., business use).	E	
<b>Safeguarding</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Has appropriate motivation to work with children and young people, and can relate to them	E	Completion of an Enhanced DBS disclosure
<input type="checkbox"/> Ability to maintain appropriate relationships and personal boundaries with children and young people	E	
<input type="checkbox"/> Displays commitment to the protection and safeguarding of children and young people	E	
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	E	