

Data  
Manager

Closing Date:  
30<sup>th</sup> November 2023  
Early Applications encouraged.



## Application Pack

Please note we DO NOT currently do VISA Sponsorships.



## Welcome

**As partners in our community, our mission is to provide every child and young person with an enriching and inspiring educational experience, where they can thrive academically and socially, both now and in the future. By being 'Stronger Together' in our educational quality, our parent and community engagement, our investment in our people and our sustainability, we can meet our specific pledges to all of our children, communities and staff.**

Our vision is to prepare every North Star Community Trust student for the changing world we live in. A world which is more global, more driven by technology, a world where anything is possible with the right preparation and attitude. That means providing a curriculum and learning experience that reflects the highest academic standards and inspires and enthuses pupils through its creativity and openness to the world around us.

Our children will be able to 'be the change they want to see in the world'. They will be resilient, optimistic, respectful, honest and well-rounded citizens, with a love of learning. At the same time, we are all also members of our communities, places where we find friendship, support and common endeavour. Being at the heart of our communities is a hallmark of North Star Community Trust.

We want our children and young people to have a sense of place, knowing the importance of 'giving back' and the value of community and togetherness to their everyday lives.

As a trust, we will foster a culture that respects diversity, safeguards our children's wellbeing and recognises that we are stronger together than we are apart. In pursuing this vision, trustees, staff and governors will model it every day, knowing that each one of us plays a part in making it a reality for every child and young person.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Trust.

*Marino Charalambous*

Marino Charalambous  
Chief Executive Officer



**“Our mission is to provide every child and young person with an enriching and inspiring educational experience”**





## Our Schools, Our Community

North Star Community Trust is an educational charity that manages a family of 4 academies in North London, educating some 2,600 pupils.

We are very proud of our families, pupils, students and staff. We hope you will community.



### **Woodpecker Hall Academy – Edmonton**

A two-form entry primary academy serving pupils from Nursery through to Year 6.

“We are a Trust that has a very strong community ethos. That is what binds the headteachers, the teaching and learning staff, and the schools together – serving our communities and inspiring the children who live at the heart of those communities.”

**Ms N Ross | Headteacher | Woodpecker Hall Academy**

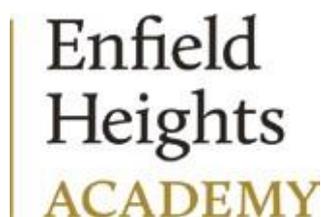


### **Kingfisher Hall Academy – Enfield**

A two-form entry primary academy serving pupils from Nursery through to Year 6.

“Being part of North Star Community Trust is a huge opportunity for schools to support one another, to share what they do well, and to work together to share our very best practice to the benefit of every child in the Trust. We’re all committed to that.”

**Miss G Vincent | Headteacher | Kingfisher Hall Academy**



### **Enfield Heights Academy – Enfield**

A one-form entry primary academy currently serving pupils from Reception through to Year 6.

“Being part of a family of schools is exciting and empowering, as we can learn from each other, while at the same time retaining a good level of autonomy. Shared central services keep costs down and we are able to buy in bulk with the purchasing power of a Trust.”

**Mrs J Powrie | Headteacher | Enfield Heights Academy**



## **Heron Hall Academy – Ponders End**

**TES Headteacher of the Year 2022**

**Finalists for the Pearson ‘Secondary School of the Year’ award 2021**

A new and growing secondary school, serving pupils from Years 7 through to 11.

“Many of our students come from the Trust’s primary schools, which means we know a great deal about them when they join us. Our mission and purpose is clear and supported by all our staff. The Trust approach is having a transformational impact on the lives of these young people.”

**Mr A Barzey | Headteacher | Heron Hall Academy**

# North Star Community Trust

## Staff Benefits Summary

This is a taxable employee benefit; however, the cost is met by the Trust. Our Scheme provides cover for routine healthcare such as optician checkups, dental treatment, physiotherapy, acupuncture and specialist consultations. This cover includes a range of benefits designed to help support your overall health and wellbeing such as specialist scans. The North Star Wellbeing Scheme gives access to a virtual GP service, GP Anytime which is provided 24 /7, 365 days a year. In addition to tax-free cover for you, the North Star Wellbeing Scheme also covers your dependants up to the age of 18 years old. There is no extra cost to add child dependants. Our scheme also gives you the option of upgrading your level of cover or adding a partner at an additional cost.

### Dental

Covers items such as check-ups, braces, dentures, crowns, bridges, white fillings, veneers and teeth whitening. Also covers a practice's dental plan premiums.

### Optical

Cashback on eye tests, prescription glasses, sunglasses, laser eye surgery and contact lenses.

### Chiropody

Covers items such as gait analysis assessments and podiatry treatments.

### Prescriptions

Covers NHS prescriptions charges or the NHS cash equivalent for private prescription treatments.

### Health & Wellbeing

Covers 22 alternative therapies including allergy testing, cognitive behavioural therapy, counselling fees, hypnotherapy and sports massage.

### Health Screening

Cashback for a full health screen, or a Well Man, or Well Woman screen. This allowance is separate to the workplace screening programme we offer as a bolt-on.

### Combined Physiotherapy

Cashback for pain relieving and preventative treatments such as physiotherapy, chiropractic, osteopathy, acupuncture and homoeopathy.

### Specialist Consultation and MRI Scans

Provides cashback for specialist consultation charges, including X-rays and MRI scans, as well as PMI excess charges (excludes company paid PMI).

### Dental Accident

Cover for damaged teeth following a direct blow to the head. Members can claim for veneers, dentures and crowns.

### 24/7 Counselling and Support Helpline

24 hour telephone advice, guidance and support from trained counsellors, legal and medical professionals on a variety of lifestyle issues.

## Employee Assistance Programme

Provides up to 8 face to face counselling sessions and includes a Serious Illness and Accident Support service.

## Fitness and Exercise

Access to offers and discounts on a wide range of fitness clubs and gyms via Health Shield's reward website PERKS.

## Online Health Assessment and Personal Coaching

Instant access to online health assessments and personal coaching tools including videos, factsheets and questionnaires.

## GP Anytime including Private Prescriptions

GP consultation service via phone or webcam, where a GP can also prescribe a private prescription to be delivered to a member's home or workplace.

## PERKS

Members have access to Health Shield PERKS, a website with a large range of discounted retail products and services, offers on travel, cash back on purchases and much more.

Discounts for the brands you love, all year round. Unlike voucher and flash sale sites, you'll always get great deals from brands like Apple, M&S, Virgin Media, GAP & more!

## Advice Services

Our Employee Assistance Programme offers free and confidential advice which is available 24hrs, 7 days a week to you and your immediate family. You will also have access to structured counselling of up to six sessions available either face-to-face or over the phone. The service covers, but is not limited to, Family Issues, Financial Information, Legal Information, Stress & Anxiety and Bereavement.

## Pension Schemes

Pension scheme (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers) - both schemes include 3 x salary life assurance cover whilst you remain in service. You don't pay tax or national insurance on your contributions and North Star Community Trust adds a generous employer contribution. All staff are entitled to opt-out of the pension scheme should they wish to do so.

## Holiday Entitlement

Our support staff on 52 weeks a year contracts benefit from a holiday allowance of a minimum of 24 days. This entitlement is in addition to any Bank or Public holidays. Teaching staff and term time only support staff receive the standard school holiday allowance.

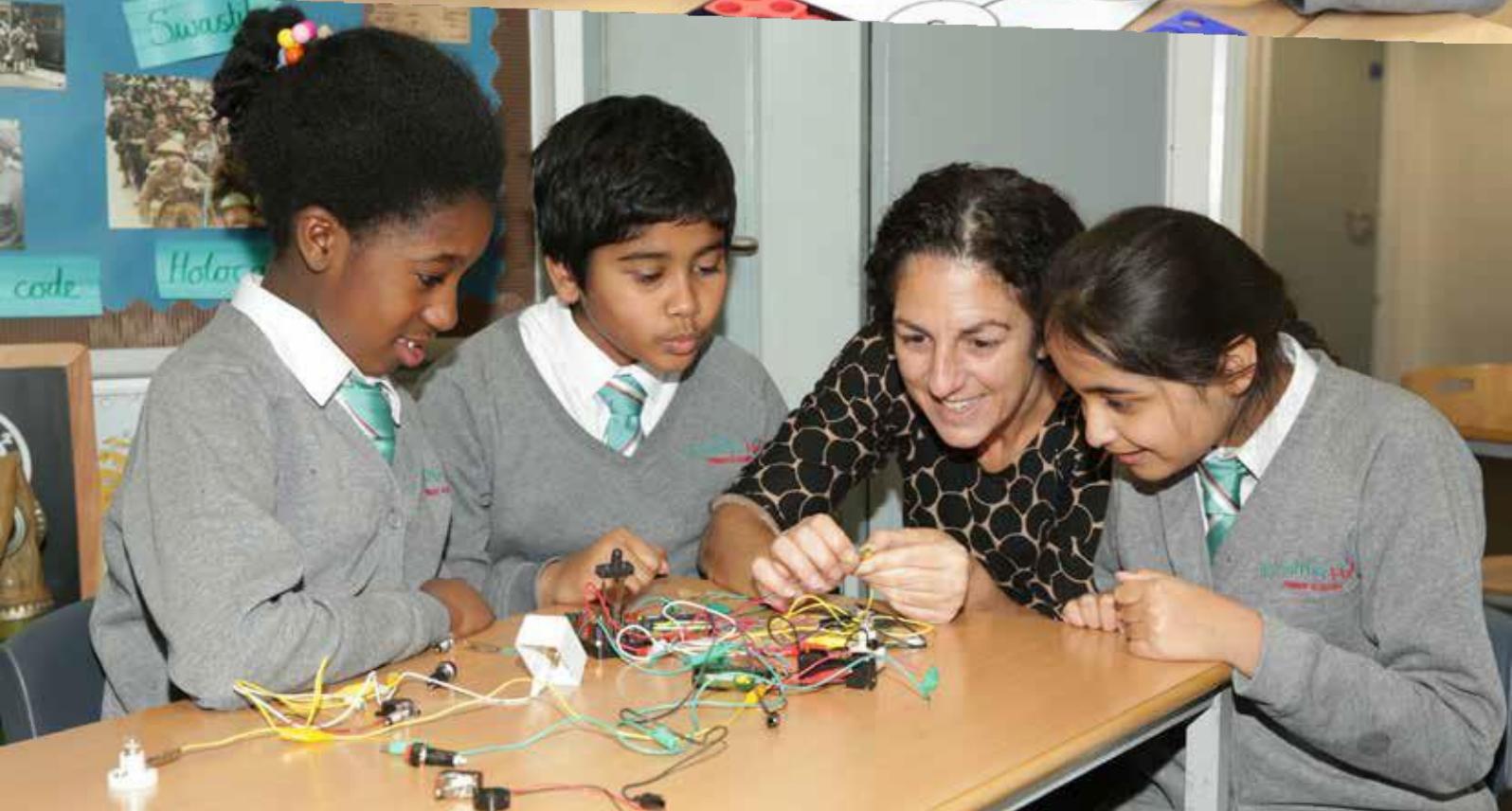
## Training and Development

North Star Community Trust believes in training and developing people to achieve their potential. Whatever your aspirations, our training provision offers a range of courses and qualifications. These courses include a suite of National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL) and apprenticeship opportunities (in disciplines including IT, HR, Business Administration). North Star Community Trust have formed a partnership with The Skills Network, one of the most successful providers of online learning. As part of the partnership several FREE courses are available including: Childcare, education, enhancing skills, digital and wellbeing.

Continued professional development and opportunities across the Trust, including Masters Degrees through our partnership with Warwick University.

## Affordable Accommodation

Access to affordable North Star key worker accommodation from £550 per month all inclusive of rent, utilities, internet access and maintenance.





## Stronger Together

We look forward to receiving your application, and hopefully be part of our wonderful team at North Star Community Trust.



## Job Description

<b>Job Title</b>	<b>Data Manager</b>
<b>Reports to</b>	<b>SLT in charge of Data</b>
<b>Location</b>	<b>Heron Hall Academy</b>
<b>Hours</b>	<b>36 hours, 52 weeks</b>
<b>Contract Type</b>	<b>Permanent</b>
<b>Salary</b>	<b>Point 32-42 £34,326.36 - £43,664.69 gross per annum + Generous Benefits.</b>

## Duties and Responsibilities

This pivotal role in the school demands dedication, exceptional efficiency, and a strong sense of responsibility. The position necessitates the capacity to work independently with a high degree of precision, exercise sound judgment, and take initiative. Maintaining composure and control in a demanding, ever-changing environment is vital. It will entail adapting to flexible working hours and styles and a readiness to undergo training to meet the dynamic requirements of the role.

### Main Duties

- Manage the data collection process. This includes setting up assessment marksheets and ensuring the completion of marksheets by communicating with the Head of Departments and teachers.
- Prepare, produce, and deliver data required by the school in its day-to-day work and for self-evaluation and strategic planning purposes, which includes curriculum and exam review reports.
- Lead on the production of data reports to parents in accordance with the school reporting policy.
- Manage the target setting process for attainment and manage data imports to SMID after each data collection period.
- Liaise with and brief SLT, Heads of Department, Year Attainment Managers and teachers on the interpretation and implication of data.
- Lead on the results checking.
- Prepare and complete data for the statutory autumn, spring, and summer school pupil census. Support the Office Manager and 6<sup>th</sup> Form Administrator to deal with census errors and queries.
- To manage the production of statutory returns e.g., Department of Education (DfE) returns
- Keep up to date with DfE requirements and guidance on how schools should collect or use their data.
- Undertake any other duties of a similar level and responsibility as may be required by the Headteacher, SLT or Office Manager.
- Complete the new school year setup and manage the annual rollover process, which includes importing the timetable to the MIS (Arbor) and ensuring courses are properly created and managed and linked to the appropriate class.

- Maintain the school timetable and manage in-year changes: update student and staff timetables, rooming changes, as and when required, and provide administrative support for the Senior Leader in charge of data and timetabling.
- To lead and manage the school's data management functions ensuring that systems are up to date and fit for purpose.

**Other**

- To undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development.

***This document summarizes the main responsibilities of the post. The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post, the competence of the post holder and the context of the duties of the post holder.***

***This job description is subject to annual review.***

***All staff are responsible for promoting and safeguarding the welfare of students at Heron Hall Academy by always ensuring compliance with the school's Safeguarding and Child Protection Policy. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students through the Safeguarding My School platform.***

## Person Specification: Data Manager

### Qualifications and other required experience and skills

<i>Qualifications - essential</i>	<ul style="list-style-type: none"><li>• Qualified to degree level or professional equivalent.</li><li>• Right to work in the UK.</li><li>• Advanced knowledge of school management information systems including Arbor. Knowledge of Go4Schools and Target Tracker would be an advantage.</li><li>• Working knowledge of Windows Server 2016</li><li>• Working knowledge of Windows Analytics, BI and/or SQL Server</li><li>• Strong knowledge of SQL queries across raw data</li><li>• Experience with SQL DB scripts and queries</li><li>• Data-integration skills utilising various datasets, databases, and applications Exposure to Cloud Data Services</li><li>• Very strong knowledge of MS Excel</li><li>• High level of Excel Macro / Query creating</li><li>• Excellent IT skills (including data evaluation / analysis using relevant computer applications)</li><li>• To possess good numerical and analytical skills necessary for the daily analysis and evaluation of data</li><li>• Experience of data analysis and data reporting</li><li>• Knowledge of timetabling software such as Nova T6</li></ul>
<i>Experience</i>	<ul style="list-style-type: none"><li>• Supporting a medium to large Database in a Public or Private establishment, and in a fast-changing environment.</li><li>• Dealing with a high service demand and changes in Data, and a background of detailed data interrogation and analysis.</li><li>• Data management, integrations, and cleansing across a medium sizes organisation.</li></ul>
<i>Personal Characteristics</i>	<ul style="list-style-type: none"><li>• Ability to deal tactfully with staff and students, whilst also developing a good rapport with academy staff.</li><li>• Ability to communicate effectively with staff, staff, and peers.</li><li>• Ability to implement and drive change.</li><li>• Ability to prepare documentation, reports, and excel/SQL data models.</li><li>• Must be able to think critically (out of the box) and have an eye for attention to detail.</li><li>• Ability to be self-motivated, goal-oriented, and be able to display excellent customer service skills.</li><li>• Ability to be able to accomplish assignments / tasks timely and with little or no supervision.</li></ul>

