



NOTTINGHAM
HIGH SCHOOL

CANDIDATE INFORMATION PACK DATA AND REPORTING ANALYST

To start August 2022



COME AND JOIN US!

Nottingham High School has a vacancy for a Data and Reporting Analyst to join the School in August 2022.

Completed application forms should be sent electronically to jobs@nottinghamhigh.co.uk no later than **10am on Monday 20 June 2022**.





THE SCHOOL

We are a School with a rich history dating back to 1513, we pride ourselves on developing happy, confident and driven students with a love of learning.

Nottingham High School is not your average School, we have a very strong academic reputation and achieved the best examination results in the region last summer. We were named the East Midlands Independent Secondary School of the Decade by The Sunday Times Good Schools Guide 2021 and ranked first for academic results in the East Midlands by The Sunday Times Independent Schools Guide 2022.

The High School is an independent day school (HMC) for girls and boys aged 4 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School is based across the road at Lovell House.

The Infant and Junior School (ages 4-11) has over 330 students. There are approximately 820 students in the Senior School, with a vibrant Sixth Form of over 240. The School's move to co-education has been a great success with 375 girls in School, with further significant growth planned in future years.

Students come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a tenth of Senior School students receive some form of financial assistance. Entry is by competitive assessment in the Spring Term.

Our support staff are a vital part of the School's success, we work hard to make Nottingham High School a place where people love to work. Our teachers and support staff work closely to achieve the aims and objectives of the School. The Nottingham High community is at the heart of our culture.

VIRTUAL TOUR

Take a look inside our Schools!

[Infant School tour](#)

[Junior School tour](#)

[Senior School & Sixth Form tour](#)

THE SUNDAY TIMES

**SCHOOLS
GUIDE
2021**

**EAST MIDLANDS
INDEPENDENT
SECONDARY
SCHOOL
OF THE DECADE**

THE SUNDAY TIMES

**INDEPENDENT
SCHOOLS
GUIDE
2022**

**RANKED FIRST
FOR ACADEMIC
RESULTS IN THE
EAST MIDLANDS**



THE IT DEPARTMENT

The IT Department is a busy support function team of 6 (including the IT Manager). Some key responsibilities of the team include first, second and third line IT support, the management of the School's IT infrastructure, the administration of the MIS database, reprographics, reporting and application development.

We work with staff, students and parents on a regular basis. The team offers the highest level of service to customers at all times, with excellent communication being at the heart of what we do.

As well as working with the IT team, the role holder will directly support the Assistant Head (Director of Studies) and Deputy Head (Individuals) in key aspects of School life including timetabling, reporting, data and compliance.

Vital aspects of the IT Team are good teamwork, excellent attention to detail, and implementing positive changes which enhance the School's IT and ensure we keep a keen eye on the future.



THE ROLE

Primary Purpose

The Data and Reporting Analyst leads on the school information management system for the whole school, provides data in a user-friendly form and supports staff in using iSAMS and in interpreting data to help establish an efficient, effective database administration system within school.

Principal Objectives

- Provide support and technical expertise to the Assistant Head (Director of Studies) on ensuring the timetable is maintained in iSams.
- Assist the Assistant Head (Director of Studies) with the administration of options in SIMS.
- Provide leadership and direction on the reporting requirements from iSAMS to meet the needs of all key stakeholders across the whole school, including the Infant and Junior School.
- Assist and produce data for the Deputy Head (Individuals) in areas such as attendance, admissions and compliance.
- Work with the MIS and Application Engineer to ensure and manage the smooth transition from one academic year to the next with all sections of iSAMS.
- Ensure the delivery of timely and accurate data analysis to meet the needs of all key stakeholders across the whole school, including the Infant and Junior School.
- Manage the production and dissemination of reports on the progress of all the pupils in the school, interim reports, grade sheets, co-curricular reports and similar.
- Develop and maintain complex spreadsheets to aid the analysis of data and reduce the reliance on paper-based resources.
- Work alongside the MIS and Applications Manager on the management, monitoring and support of the School's MIS systems, applications and projects therein. Act as point of contact in their absence.
- Support on key events throughout the year such as 6th form induction, parent's evenings, etc.
- Ensure all student data held on iSAMS are up to date and compliant at all times.
- Provide analytical support on large data sets as and when required.
- Provide training and support on iSAMS for any iSAMS user.
- Explore and develop other software applications to facilitate school operations and automation of process.
- Carry out any other task or duties deemed reasonable by the IT Manager.



THE PERSON

Qualifications

Essential

- GCSE (or equivalent) passes including English and Maths.

Desirable

- A-Level or other Level 3 qualification preferably in a computing-related subject.
- A 2:1 or above from a University in a subject with a strong mathematical component (e.g. mathematics, psychology, computer science).

Experience

Essential

- Using database systems, including acting as a systems administrator.
- Developing administrative systems and/or procedures.
- Relevant experience in a similar role, computer, numerical skills and sound keyboard skills.
- Gathering and analysing data.
- Working with confidential data.

Desirable

- Extensive working knowledge of ISAMS.
- Experience of working in a school environment.
- Experience in data analytics tools (Python, PowerBI, etc.).
- Awareness/knowledge in software development (preferable C#).

Skills and Knowledge

Essential

- Strong IT skills, including proficiency in the use of the Microsoft Office suite and the effective use of Excel (preferably including macros).
- The ability to manage multiple projects and a varied workload.
- Highly logical, organised and focused.
- Ability to multi-task while paying attention to detail and accuracy.
- Excellent interpersonal skills; the ability to develop effective working relationships and establish rapport with a broad spectrum of people.
- The ability to communicate effectively both orally and in writing.
- The ability to present data in a user-friendly manner.
- The ability to set up and maintain efficient manual and computerised administrative systems to ensure smooth running, streamlined services.
- Ability and willingness to learn and use new skills.



THE PERSON

Skills and Knowledge

Desirable

- Excellent skills in merging, handling, exporting and manipulating data from different sources.

Competencies and Personal Attributes

- A professional, proactive and adaptable approach to work with a 'can do' attitude.
- Be able to clearly communicate with staff, students and parents.
- A self-starter with a determination to succeed.
- Readiness to take on responsibility.
- Ability to work effectively under time pressure and prioritize workload.
- Keen attention to detail.
- Enthusiastic, innovative and forward looking.

Business Requirements

- A willingness to undertake additional training.
- A flexible attitude to working outside of regular hours.



SAFEGUARDING

Child Protection

Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Safeguarding Lead.

Mandatory training in safeguarding children is given to new members of staff.

All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

As a part of our pre-employment checks, your past and current employers will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

BENEFITS OF SERVICE

Professional Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate throughout their careers. The School has developed an Appraisal Scheme for all staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. In this case, the IT Manager is the line manager.

Working Environment

This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. Staff organise a series of social events during the year including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.

Eligible employees who have children in the School currently benefit from some remission of fees in accordance with School policy, at the discretion of the Governors.

Living in Nottingham

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments.

The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



HOW TO APPLY

The Application

Candidates should complete the School's application form electronically and email this to jobs@nottinghamhigh.co.uk. Applications will only be considered from candidates completing the form in full. We will acknowledge receipt. No standalone CVs or agencies please.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Diversity and Inclusion

We are committed to an ambitious diversity and inclusion strategy, which underpins our desire to educate all those who are best able to flourish from a Nottingham High School education, regardless of their background, and we aim to broadly reflect the diversity of the City of Nottingham and surrounding areas. Our commitment is to ensure that Nottingham High School has a culture that actively promotes diversity and inclusion. This is as much about vision and ethos as it is about curriculum, systems and events. We aim to achieve this through an open and transparent process. We aim to make an authentic investment and to encourage nuanced thinking as set out on [our Diversity and Inclusion](#) microsite.

Equal Opportunities

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community.

The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

Application Queries

Potential candidates are encouraged to email Dave Lilley, IT Manager on lilley.d@nottinghamhigh.co.uk

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INVITATION TO INTERVIEW

Interviews

It is intended that interviews will be held during the week beginning 27 June 2022.

At interview all candidates must bring with them or be able to show certificates confirming any education and professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body.

In addition, all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies. If you are being interviewed online a member of the HR team may ask to see your documents on screen before your interview starts.

Pre-employment checks

Any offer of employment will be conditional upon:

- receipt of satisfactory references
- verification of identity and qualifications
- evidence of the right to work in the UK
- a Barred List check
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfE Circular 4/99