



Bolder Academy
1, MacFarlane Lane,
Isleworth,
Middlesex TW7 5DB
Tel: 020 3963 0806

Data Manager
Full time, Term Time only (39 weeks)
NJC scale SO1 point 21- 25 £32,265 - £34,341 (pro rata)
Starting salary to be agreed according to experience

A Bolder Future Awaits

Thank you for considering Bolder Academy as the next step in your career. I hope this brief letter explains what we are about and why it is an exciting place to choose to work.

In recruiting our Data Manager, we are looking for a real data and systems geek! A hard-working professional with an eye for detail and a passion for data. Ideally, you will have experience of data systems in a school setting but if you are a quick learner and have data management experience in a different sector this is a great opportunity to be part of a close-knit team who play a vital role in our Academy.

You will be responsible for the oversight and collection, organisation, input, analysis, presentation and distribution of data relating to student attainment and progress using the school's ICT based management information system and data analysis systems.

Bolder Academy is a mixed, non-denominational school which opened in September 2018. Set up by primary and secondary Headteachers of the London Borough of Hounslow to meet the demand for extra school places, we are a strong part of the community. We are housed in purpose built accommodation with fantastic facilities and extensive outside grounds.

Extraordinary partnerships have been formed with key local businesses such as Sky resulting in a 'bold' education: a traditional, highly academic curriculum combined with brilliant extra-curricular opportunities.

We know every Bolder student and their family exceptionally well; strong relationships and great communication is the Bolder way.

Bolder Academy offers our students and our staff to shine brighter, to be bolder.

I look forward to meeting with you,

A handwritten signature in black ink that reads 'Heidi Swidenbank'.

Heidi Swidenbank
Headteacher

@bolderlondon

@bolderlondon

enquiries@bolderacademy.co.uk

A Bolder future awaits...



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The Bolder Way and You

Bolder Academy is an exceptional place to work. We know that by joining the team, a Bolder future truly awaits you.

Creating a different kind of education and securing a brilliant administration for our staff and students, requires a certain type of employee.

Our vision is one of excellence and ambition which is founded on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness, brilliance.

If appointed, you will play a huge part in developing the Academy's culture. You will be responsible for promoting our vision, developing and embedding our values, turning the words on our page into reality.

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

Further information about the Academy can be found on our website www.bolderacademy.co.uk

To apply, please complete the application form and email it to: vacancies@bolderacademy.co.uk

If you do have any questions or you would like a Word.doc copy of the application form, please email Lorraine Rice, HR Manager, on lrice@bolderacademy.co.uk

What we can offer you:

- A competitive salary
- Professional training (CPD)
- The Local Government Pension Scheme
- A Cycle to Work scheme
- Our Employee Assistance Programme – supporting staff well being
- Free staff health and wellness facilities that include an indoor climbing wall, sports pitches and fitness suite
- Easy access to London and good transport links
- Excellent transport links - Close to M4/M25, Piccadilly Line and main line stations and with staff parking on site
- A great working environment in a state of the art building set in lovely grounds

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The Bolder Application

“We need a different kind of education, one that combines deep thinking (head); growth, character and dialogue (heart); and an ability to solve problems, generate ideas and engage in the world (hand). School should be, above all else, a place of learning in all its expansive complexity: learning how to think, learning how to live, learning how to create.” Peter Hyman, School 21

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Further information about the Academy can be found on our school website www.bolderacademy.co.uk

Alternatively, please complete the support staff application form which can be found on the website: www.bolderacademy.co.uk/vacancies

If you do have any questions or you would like a Word.doc version of the application form, please email vacancies@bolderacademy.co.uk

Bolder is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to safeguarding undertake online training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS). Two references will be sought for every candidate that is called for interview.

Bolder is an Equal Opportunities Employer.

Timeframe for Recruitment

Closing date for applications	<p>We will shortlist and interview as we receive applications but please apply before the deadline of 9.00am on Monday 9th October 2023</p> <p>Only shortlisted candidates will be contacted Interviews will be held according to application and we will consider interviewing early if we receive a strong application.</p> <p>Please note: No agencies should apply and we do not accept CVs We are unable to sponsor overseas candidates and therefore you must have the right to work in the UK</p>
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JOB DESCRIPTION

Data Manager (with Cover)

- Purpose of Job:** This is a key management role in the administrative team – managing assessment and reporting data and the organisation of cover on a daily basis.
- Reports to:** Senior Leader
- Hours:** 36 hours a week for 39 weeks a year
7.30am - 3.30pm Monday to Thursday & 7.30am - 2pm on Friday (to include a 40 minute unpaid break per day)
- There will be very occasional evening work which will need to be completed and these hours will be taken as time off in lieu.

Core purpose

Assessment & Data Analysis responsibilities

- Process, input, extract and analyse information from Academy's database system/s.
- Collate information, statistics and prepare reports as required by her/his Line Manager, the Headteacher and the Governing Body.
- Production of student reports in SIMS as per Academy calendar and other requirements such as annual reviews. This will include
 - Setting up the design of the reports and marksheets
 - Supervising and chasing the accurate completion of marksheets by teachers
 - Sending the reports to Parents/Carers via SIMS
- Develop and produce assessment and student data reports as requested by Senior Leadership Team.
- Produce reports using databases to support pupil tracking and exam analysis.
- Design user friendly reports to meet the needs of the Academy.
- Manage analytical systems used by the Academy e.g. FFT, GL Assessment etc.
- Support the exams officer in analysis of public examination results and other data related tasks.

Timetabling

- Supporting the Assistant Headteacher (Timetable and Exams) with the following in preparation for the new academic year:
 - Establish the necessary components in SIMS for the timetable e.g. subjects, rooms, staff roles
 - Development and production of the school timetable in Nova-T
 - Manage the transfer of timetable between Nova-T and SIMS
 - Manage end of year procedures in SIMS
 - Develop and update set lists for new timetable, as well as assigning student memberships in SIMS
- Ensure that Academy timetable information and changes are updated and timetables printed off as required.
- Coordinating the input of timetable entries and results as required.

School/Student Data Management

- Managing and inputting the data that relates to Year 6 to Year 7 transition.
- Liaise with other Academies in order to follow up missing student data.
- Recording changes to Form groups or teaching groups.
- Inputting data that relates to student performance e.g Reading Ages, NVR etc.
- Ensure data is safely transferred when database systems are introduced and / or changed.
- Setting up and maintaining archive files and historical data as well as carrying out specific download requests for data.
- To import and match data from the local authority, the DFE and external agencies, and from different databases.
- To coordinate the collection, entry and extraction of data required to ensure statutory returns are completed accurately and within deadlines.
- To have responsibility for running the School Workforce Census (SWC) and student census, in liaison with the Headteacher and HR Manager.

Other Duties

Operational

- Working with their Line Manager, the Lead Administrator, and the Senior Leadership Team (SLT) to develop and maintain an effective data management system, which is regularly reviewed to ensure that the Academy's needs are met.
- To establish and maintain good relationships with all staff, students, parents/carers, colleagues, other professionals and agencies.
- To maintain and update information held on Academy databases including changes to timetables, assessment and examination data.

- To provide training for staff relating to the Academy's databases and related areas, and create instruction manuals to be used by staff.
- To ensure that data protection regulations are complied with and maintained.
- To establish in liaison with Line Manager contingency plans for data management in case of emergencies including system faults and equipment damage.
- To contribute to the evaluation and development of the effective use of data within the Academy and make recommendations to Line Manager, Leadership Team and Governing Body.
- To report technical faults relating to the Academy database systems and equipment to the ICT Technicians following Academy reporting procedures, and to track progress of resolutions.

Personnel

- To identify training needs of cover and data staff as well as organising appropriate development opportunities.
- To be involved in the recruitment of cover and data staff when required.

Administrative / Financial

- To ensure that all administrative duties, checks, documentation are completed accurately including returns and reports.
- To maintain manual and computerised records and filing systems.
- To deal with correspondence promptly and as required.
- To support Line Manager in managing, monitoring and review relevant budgets ensuring best value principals are followed where possible.
- To ensure that financial procedures and activities are carried out as required by Academy policies and procedures such as placing purchase orders and authorising invoices for payment.

General

- To attend Academy events as required.
- To participate in Academy emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
- To attend relevant meetings and training sessions as required.
- To keep abreast of developments, current initiatives and changes in their field and communicate to staff as appropriate.
- To accompany students on trips and visits.
- To undertake First Aid and Fire Marshall training and duties.

Person specification: Data Manager with Cover				
		Essential	Desirable	Evidence
Qualifications:				
1	5 good GCSEs including English & Maths at Grade C or above (or equivalent).	X		A,I
2	Excellent Microsoft Office skills.	X		A,I
3	Eligible to work in the UK.	X		A,I
4	St John's Ambulance First Aid or equivalent or prepared to undertake training.		X	A,I
Experience:				
5	Experience of working in an educational setting		X	I
6	Experience of working in a pressurised environment with competing deadlines and challenging others to meet key deadlines	X		I,R
7	Experience and working knowledge of school/academy data and performance measures	X		A,I,R
Skills:				
8	Strong IT skills, including spreadsheets	X		A,I
9	Practical, working knowledge of SIMS school management system	X		A,I
10	Knowledge of NOVA T		X	A,I
11	Knowledge of 4Matrix and/or similar assessment analysis programmes		X	A,I
12	Ability to monitor and evaluate data	X		A,I
13	Strong skills of analysis	X		I,R
14	Strong communication skills	X		
15	Strong organisational and time-management skills and ability to work under pressure.	X		I,R
16	The ability to maintain confidentiality	X		I
17	High levels of honesty and integrity, confidence and self-motivation.	X		I,R
18	Ability to communicate fluently in accurate spoken and written English.	X		A,I
Personal Qualities:				
19	Commitment to support the ethos of the school and to comply with school policies and procedures	X		I

20	Capacity for hard work and high expectations of self and others	X		I
21	An ability to work under pressure, to balance potentially conflicting demands, and to meet tight deadlines	X		I,R
22	Supportive approach to others, and an ability to relate well to colleagues and students	X		I,R
23	Ability to work well within teams	X		I,R
24	Flexibility and willingness to adapt to changing circumstances and requirements	X		I
25	Adaptability and willingness to assist with other aspects of school life.	X		I
26	Willingness to continue to learn and develop and train	X		I
Other:				
27	Must be committed to safeguarding the welfare of children.	X		I
28	Vision aligned with Bolder of high aspirations and high expectations of self and others.	X		I
29	This post is subject to an enhanced DBS.	X		A, I, R

Key to Evidence: A = Application I = Interview R = References