



ST AMBROSE BARLOW R C HIGH SCHOOL

DATA MANAGER



LOVE



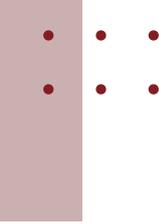
LEARN



LEAD

WWW.STAMBROSEBARLOWSWINTON.ORG





EQUALITY STATEMENT

As an equal opportunities employer, our policy is that no current or prospective employee, or third party, will receive less favourable treatment on the grounds of their race (including nationality, ethnicity or national origin), religion or belief, sex, marital status or civil partnership, gender reassignment, sexual orientation, pregnancy and maternity, age or disability. We recognise the nine protected characteristics of the Equality Act 2010 and are committed to applying the provisions of the Act in full, in all areas of our business.

We aspire to have a diverse workforce because, in our view, diversity enables better outcomes for all young people. We also believe that a more inclusive workplace, where people of different backgrounds work together, ensures better outcomes and experiences for all staff. From application to interview, we place equality, diversity and inclusion at the heart of all we do.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.



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WELCOME

BEN DAVIS - HEADTEACHER

By joining the staff of St. Ambrose Barlow RC High School, you will become part of a wonderful story of success. We are a mission-led school, living out our values to **Love**, **Learn** and **Lead** every day. We are also a place where staff can flourish so that young people can thrive. We are welcoming, friendly and inclusive, dedicated to keeping and developing the people who work for us: we are all about growing great people deliberately. You will be supported and developed to care for and know our pupils well, putting them first in all that you do. Our professional development programme will ensure that you teach with **compassion**, **wisdom** and **knowledge** (I'm sure you already do) and you will be working as one of over 120 adults who serve our local community with **integrity** and **determination**.

As you'll know already, being an educator (whatever your role, in a Catholic school all adults are educators) means that you often don't get to see the fruits of your labour. However, we do what we do because we know that our work can transform lives and inspire young people to take action through successful learning. You will be teaching and working with young people who will change the lives of others for the better – that is a huge privilege and one we meet with humility and deep respect.

What does our mission look like in practice? **Love** means that we put relationships first, the dignity of every human being, in all that we do and we always expect the best of everyone. We **learn** by empowering brilliance in one another so that young people can go on to **lead** the life they want to lead for the good of others. Our priority is to ensure we are always a '**School That Matters**' – offering a culture of belonging and care and a curriculum that promises excellence for all.

If you like the sound of this, please get in touch and put in an application. Come and visit us and you will be able to see for yourself the great working and learning environment we have created at St. Ambrose Barlow. You can walk the corridors, speak to pupils and staff and test whether the reality matches the vision – I'm confident you will find it does.

A SCHOOL THAT MATTERS



VISION, MISSION AND VALUES

We express our mission simply: **Love, Learn, Lead**. For us these three words express our core values and commitment to our faith and describe the journey of learning and development that young people undertake at St. Ambrose Barlow RC High School.

Our **vision** is to provide Inclusive Catholic Excellence.



A place of love where **everyone is welcome and respected**

A family of faith where **everybody matters**; where we are **unique together**; where we plant the seed that will one day **flourish**

A **community with Christ** at the centre where the dignity of each person is celebrated so that they can **embrace excellence**



A place to learn that is **alive with inspiring experiences** and a curriculum rich in knowledge and wisdom

A family of faith where together we **seek truth, celebrate endeavour and achievement.**

A community that **values curiosity and nurtures learning** into action in the service of others



A place to lead where young people grow to become people for others, **creative and courageous, ambitious** for the higher gifts.

A family of faith where we serve with **integrity, hope, and determination.**

A community that values justice for the most vulnerable so that all may have **life to the full.**

WORK WITH US

At St. Ambrose, we believe that our staff are the cornerstone of our success. We are committed to fostering a positive work culture where professional growth and well-being go hand in hand. Here's why St. Ambrose is the right place for you

PROFESSIONAL DEVELOPMENT



We offer extensive CPD opportunities tailored to individual needs, from bespoke programs for Early Career Teachers (ECTs) to in-house development for middle leaders.



With termly ECT celebrations, dedicated ECT voice, and NPQ support, we help all staff thrive in their careers.

WELLBEING AND WORK PLACE BALANCE



We prioritize staff well-being through an **Employee Assistance Programme** offering mental health, financial, legal support / advice and leaderships / life coaching



Flexible policies include / not limited to

- Flexi Day
- Pet bereavement,
- Positive dependents / parental leave
- Religious Observance



Free toast at break, end-of-term staff breakfasts, and free onsite parking enhance our positive work environment.

INCLUSIVE AND POSITIVE CULTURE



At St. Ambrose, you will be part of a warm, inclusive community where staff are regularly recognized and celebrated. We have a half-termly **Staff Recognition Nomination System**, which highlights colleagues going above and beyond. Additionally, our **Thank a Educator Day** allows staff and students to show their appreciation



Join our staff clubs including the book, running, and football clubs, or engage in the Reading and Research Club.



We offer a **Cycle to Work Scheme** and a **Technology Scheme**, allowing staff to access equipment in an affordable and convenient way.

TESTIMONIALS



NICOLA JOHNSON - DIRECTOR OF FINANCE AND OPERATIONS

As the Director of Finance and Operations at St Ambrose Barlow my role is to provide leadership and direction to improve all areas of financial management and business operations within the school. I have been here for four years and this has been my first role within Education. I work with an amazing team of people who I learn from every day, working in an environment that is both supportive and challenging and at its core is driven by a desire to do better and be better. There is a forward thinking approach here in all that we do with plenty of opportunity to hear and be heard as we work together to give our pupils the best school experience we can. I am proud of the work I do and the dedication and passion that I see from my colleagues every day.

KIRBY HICKLING - TEACHER OF CHEMISTRY

As part of my job, I work closely with Nick Cohen to run the Chemistry side of the department. This includes the lesson sequence, assessments within the topics, any grade boundaries or grades and the mock exams that we do in year 10 and 11.

My department have been incredibly welcoming and have made me feel part of the team very quickly.

Working here has been amazing as it is all collaborative and if I am ever struggling, I know there are people there to help and support me. The department work closely as a team and has made my first year here very enjoyable.

SUZANNE HESKETH - LEARNING SUPPORT OFFICER

I have been at St Ambrose Barlow for 10 years in the SEND Department supporting young students with additional needs. During this time, I have found it too be extremely rewarding and satisfying helping students overcome barriers to learning and achieve so much.

Within the school there is a warm feeling of community and when support is needed there is always someone to talk to be it a department colleague or a member of SLT, everyone is there to help each other.

I love coming to work every day as no two days are the same



TESTIMONIALS



ANDREA COCCORESE - TEACHER OF HISTORY

As a new ECT at St. Ambrose Barlow , I've found the support from my mentors and the training provided to be very helpful in developing my teaching practice.

The school offers a no-judgment environment, focusing on support rather than evaluating performance, which has allowed me to grow without added pressure.

There is a good level of flexibility, and my colleagues have been approachable and willing to assist when needed. Overall, it has been a positive start to my teaching career.

GILLIAN SALDANHA DE MAGALHAES - HEADTEACHER'S PA AND ADMIN MANAGER

I have worked for St Ambrose for 3 years now following a career in the NHS and am so glad I took a leap of faith and moved to the education sector.

I work as part of a supportive, hard-working team and we are led by a fantastic manager who is dedicated and fair.

One thing I love about Ambrose is that we continually strive to be better and do better as a **School That Matters** for all our students. I thoroughly enjoy my role and coming to work each day.

IFTIKHAR HUSSAIN, HEAD OF PHYSICS

I have worked at St Ambrose Barlow RC High school since May 2023. I have worked at 9 other schools since 1995 before arriving at St Ambrose. At St Ambrose the students, well-being is a high priority and students as a result receive outstanding support from staff in all areas, whether it's pastoral or academic.

The LOVE, LEARN and LEAD ethos allows all students to thrive and succeed in all areas of school life. It is a very inclusive school and all students get a very rich and diverse experience – Culture day/Ramadan assembly/black history month, Christmas, Easter, Celebration evening etc. all are included through the many activities which students experience so that when they leave St Ambrose they are confident young adults ready to contribute positively to the wider diverse communities.

Staff well-being is also a high priority. The morning briefings are very informative and the staff are acknowledged for their hard work with a thank you on Friday which is really nice. Staff are given opportunities to contribute to the development of the school and their own professional development.



CURRENT OPPORTUNITY



DATA MANAGER

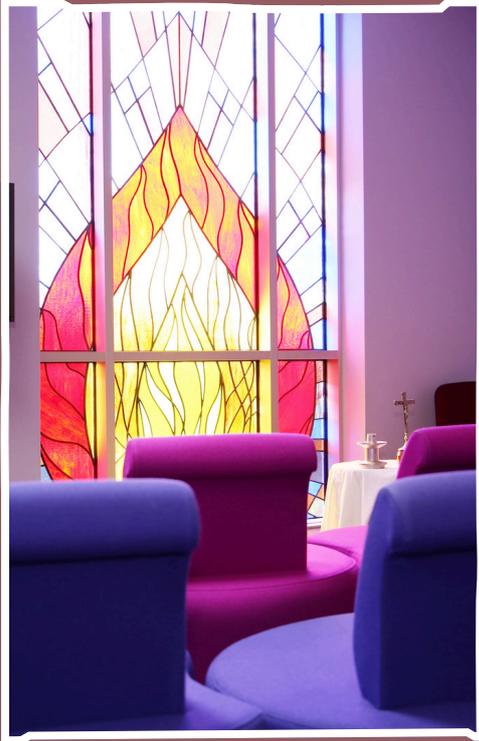
We are seeking a detail-oriented and enthusiastic Data Manager to support the data management functions across the school. The post holder will play a crucial role in maintaining accurate data records and providing essential support to our academic and administrative teams. A background in data management or a related field is preferred, but we welcome candidates with a strong passion for data and its impact on education. Comprehensive training and development opportunities will be provided to help you excel in this role. Join us in making a positive impact within our school community!



OUR DATA DEPARTMENT

The Data Department is a vital single-person unit within our school, reporting directly to the Senior Assistant Head. In this role, you will collaborate closely with the teaching staff, operations teams, and senior leaders to ensure that our data management processes run smoothly and effectively. This position presents a unique opportunity for you to make the department your own; while there are established processes in place, we highly value innovative and refreshing ideas for improvement. You will receive support from your colleagues, fostering a collaborative environment that encourages professional growth. Additionally, you will work in the same area as the Administration Team, allowing for seamless communication and teamwork as you strive to enhance our school's data management practices.

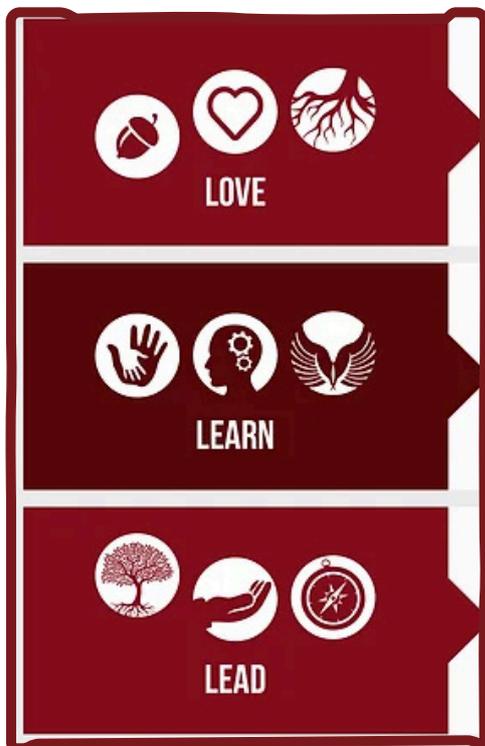
JOB DESCRIPTION



Job Title	Data Manager
Salary Scale	Grade 4A Point 33 - 35 FTE salary £43,338 – £45,341 Actual salary from approx. £39,670
Start Date	As soon as possible
Accountability	The post holder is accountable to the Assistant Head Teacher Data Lead
Interview	20 November 2024
Closing Date	13 November 2024

Contract Details:	Term Time Only plus 15 days
Conditions	Subject to satisfactory medical, police check clearances and references. Holiday pay and sickness entitlements dependent on previous service
Hours of Duty	36 hours per week, Monday to Friday
Additional	<p>To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school. General Information and Working Arrangements.</p> <p>The below duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.</p> <p>To 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.</p> <p>To take responsibility for the implementation of, and compliance with, policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</p> <p>This job description may be amended at any time following discussions between the Headteacher and the post holder and will be reviewed annually as part of the school self-review programme.</p>

JOB DESCRIPTION



JOB PURPOSE

To support in the leadership and the use of data as a tool for improvement across the whole School. To ensure that quality, up to date statistical information reports are available relating to all aspects of learner progress.

MISSION, VISION AND CULTURE

- Live out the school's values and mission in all interactions
- Work with staff and Governors to develop the distinctive vision and aims of the school
- Maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment
- To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.

DUTIES AND RESPONSIBILITIES

GENERAL

- To actively model and promote the values and ethos of the school.
- To comply with all relevant policies and procedures.
- To maintain confidentiality in all matters.
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings.
- To work collaboratively across the School, in particular where the post-holder has specific knowledge and expertise that can benefit the school as a whole.
- Post-holders are expected to be flexible and to operate in different areas of work/carry out different duties as required.
- Working familiarity with SIMS and other information management systems achievement of finance deadlines so that reporting to the LA meets the required timescales.
- Support the Exams Manager throughout the year with data related projects, support during Exam period and cover duties if required.

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect to individual children

JOB DESCRIPTION

DATA

- Develop and maintain an assessment data strategy that helps to improve attainment across the school.
- Use a range of data sets and software to inform and facilitate effective and robust target setting.
- Assist with calendar planning to ensure clear and workable deadlines for assessment data collection and reporting.
- Coordination of data entry by teaching staff in SIMS.
- Manage the pupil/parent reporting process to ensure reporting deadlines are met.
- Assist with the production and analysis of report data and summaries.
- Analysis of student assessment data and identification of groups for intervention.
- To play a key role in supporting all staff to develop data handling skills that translates analysis into classroom impact on achievement and progress.
- Ensure the efficient and effective use of SIMS for specific purposes; timetable, maintenance of student and teacher timetables (NOVA) and rooming, new academic year and ongoing maintenance.
- Prepare data, as requested by teaching staff and senior leaders in a format that is easily accessible.
- Support with SIMs for example, overseeing timetable changes and have responsibility for all pupil statutory census returns.
- To simplify data analysis using effective reporting strategies.
- To manage data systems and use these effectively to collate and interpret data effectively

PERSON SPECIFICATION

EXPERIENCE/QUALIFICATIONS/TRAINING ETC.

Educated to GCSE level or equivalent (Maths and English)	Essential	Application form/Interview
Further, relevant post-16 study	Desirable	Application form/Interview
Previous experience in a similar role	Desirable	Application from/Interview

SKILLS, COMPETENCY AND KNOWLEDGE

Working knowledge and experience of computerised management information systems, particularly SIMs	Essential	Application, Form/Interview
A high level of understanding of data management and its complexities	Essential	Application, Form/Interview
Sound knowledge of data management	Essential	Application, Form/Interview
To have the ability to communicate effectively, professionally and confidently at all times developing good relationships with stakeholders	Essential	Application, Form/Interview
To have the ability to multitask and prioritise effectively, recognising matters which require urgent attention, whilst adhering to predetermined instructions/deadlines	Essential	Application, Form/Interview

PERSON SPECIFICATION

SKILLS, COMPETENCY AND KNOWLEDGE		
Analytical and problem-solving skills	Essential	Application, Form/Interview
Excellent ICT skills and ability to effectively operate various software packages and information technology systems	Essential	Application, Form/Interview
Good communication skills, for effective interaction with other staff colleagues and key stakeholders	Essential	Application, Form/Interview
At least 3 years relevant experience including managing school data and information systems	Essential	Application, Form/Interview
Experience of working to strict deadlines	Essential	Application, Form/Interview
Experience of working as part of a wider team	Essential	Application, Form/Interview
Developing Self and Others - Ability to question and request appropriate training and development that links to the post, to seek opportunities that add to skills and knowledge and to respond positively to opportunities that arise. To support others' learning and share learning with others	Essential	Application, Form/Interview
Health and Safety - The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk	Essential	Interview
Confidentiality - To acknowledge the need to maintain confidentiality at all times and to become aware of the National, Council and school/setting policies on Confidentiality, and the management and sharing of information	Essential	Interview

PERSON SPECIFICATION

PERSONAL QUALITIES

Willingness and ability to uphold, support and enrich our Catholic values and bring our Mission Statement to life	Essential	Application form/Interview
Practicing Catholic who contributes to the liturgical life of their school and/or parish	Desirable	Application form/Interview
To have a love of and enthusiasm for learning	Essential	Application form /Interview
Professional role model for both pupils and staff	Essential	Application form/Interview
Note to Applicants: Please try to show in your application form and supporting letter, how best you meet these requirements		
Date Person Specification prepared/updated		October 2024
Person Specification prepared by		Miss M Greenhalgh

PERSONAL STYLE AND BEHAVIOUR

- Tact and diplomacy in all interpersonal relationships with colleagues and stakeholders
- Being solution focused.
- Seeing the best in people and situations.
- An approach that is hopeful, humorous, compassionate, rigorous and solution-focussed
- Contributes to a positive, collaborative environment and helps build rapport with colleagues and students.
- Self-motivation and personal drive to complete tasks to the required timescales and quality standards
- The flexibility to adapt to changing workloads demands and new school challenges
- Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users
- Personal commitment to continuous self-development
- Personal commitment to continuous school improvement
- Personal commitment to the school's professional standards, including dress code as appropriate.
- Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service)