



Guilsborough Academy

Guilsborough Multi Academy Trust



Data Manager

Candidate information pack

Letter from Mr Simon Frazer, Principal

Dear Colleague

Thank you for taking an interest in our Academy and particularly in the post of Data Manager.



I know how important it is to make the right decision when deciding whether to apply for a new post. It is important to find out as much as you can about us, so I would encourage you to visit our website, www.guilsborough.northants.sch.uk, where you will find lots of information, including our recent newsletters.

We will be making tours available to prospective candidates as I believe it is important to get a feel for the academy and our values. If you would like a tour of the academy we would be pleased to arrange this. Please contact our HR department, on hr@guilsborough.northants.sch.uk.

Our Ofsted report can be found [here](#), which is another source of information for you and which highlights 'the positive learning environment in which lessons take place' and 'good behaviour' of our pupils.

While most staff at Guilsborough are long serving members of staff, I joined Guilsborough as Principal in September 2020. I was made to feel extremely welcome. Colleagues' support for our students, and each other, has been a highlight. The messages of support from our parents/carers, examples of which are on our website, have also been heartening as we work hard to make sure our students continue to make the progress we know they can. Long serving colleagues say that they stay because of the pupils, their colleagues, and the training and career development opportunities they are able to access.

My personal belief is when we attract fabulous staff, look after their welfare and give them an environment where they can flourish, we continue to give our pupils the high-quality education that they deserve.

If you feel that Guilsborough Academy could be the right school for you then we would welcome your application.

With best wishes for the future.

A handwritten signature in black ink, appearing to read 'S. Frazer'. The signature is fluid and cursive, written on a white background.

Simon Frazer
Principal of Guilsborough Academy

About Guilsborough Multi-Academy Trust

We are a small MAT located in idyllic Northamptonshire countryside. We are presently comprised of one academy: Guilsborough (11-19) Academy. Guilsborough is a "converter" Academy and formed a Multi Academy Trust. Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

The aim of GMAT

Our aim is to pursue and promote sustainable excellence in the provision of 11-19 Education for the benefit of our pupils, staff, parents/carers and the wider community.

The GMAT Strategy

We play an active role in the wider community of educators. We value productive relationships and partnerships that help us to maintain and further develop our expertise, and we also seek opportunities to share our own best practice with others. We value our relationship with church colleagues and the expertise they bring to our Trust.

We recognise and encourage the individuality of our academies, and the need for them to reflect the character of the communities that they serve. Success and excellence warrant a greater autonomy.

The Trust values the work of our Academy Governors to hold their Academies to account and to constructively monitor school progress. Intervention must come where and when it is needed and in proportion to the identified area of development.

The Trust provides a set of centralised services to support our academies and help them remove distracting administrative duties from our education leaders. Through the centralisation of support services we can align centres of excellence in our back office, which in turn help create savings that we can direct into the classroom to continually drive up education standards.



Our member academies:

- ❖ Keep our pupils and staff safe
- ❖ Make the achievement of learning goals enjoyable
- ❖ Encourage pupils to appreciate the value of education and the opportunities it can create; and
- ❖ Prepare our pupils to be active and valued members of society.



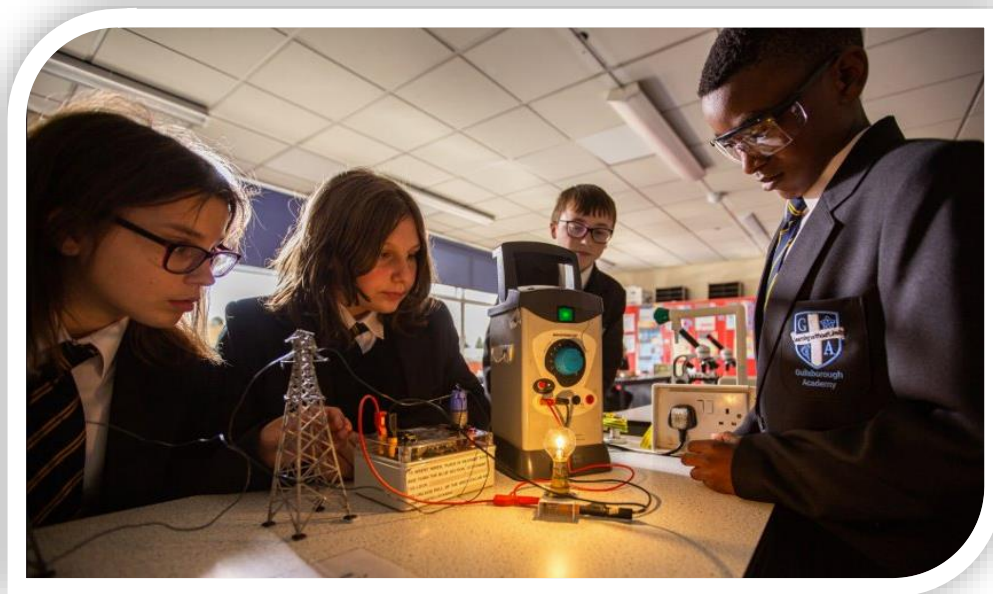
Welcome to Guilsborough Academy

At Guilsborough we believe that learning should be enjoyable and challenging. This belief, combined with the excellent teaching skills and commitment of our staff and the enthusiasm and hard work of our pupils, lies at the heart of our success.

We are passionately committed to the achievement of every individual pupil and to providing high standards of teaching and learning. Our reputation with the local and wider community rests on consistently providing quality education for pupils of all abilities. Our pupils' excellent academic achievements can be seen in the national league tables. Every year our most able pupils achieve very highly; we encourage and support pupils to aim for top universities, whilst also providing strong support for alternative routes to higher qualifications post 18. This is supported by our excellent Careers programme. We also hold the prestigious CEIAG award (Career Education, Information Advice and Guidance).

Guilsborough Academy is committed to a comprehensive intake and accepts pupils of all abilities. We are an extremely popular choice for parents/carers and we are over subscribed for September 2021. An inclusive school community, our pupils come from a wide variety of different social and cultural backgrounds, and we support pupils with special educational needs. Our aim is to challenge all our pupils to reach their full potential and celebrate their successes. We ensure that those pupils who have special learning needs are provided with appropriate support, so that they too may reach their potential.

Individual strengths within our pupils are encourage and celebrated. We encourage them to explore a wide variety of interests within and beyond the school curriculum. Our aim is to develop thoughtful, kind and considerate adults, who will not only contribute to the school, but also to the wider community. Pupils' personal development and happiness are very important to us and our extensive programme of extra-curricular activities, including excellent Music, Drama and Sports provision, supports this process. We expect high standards of behaviour and seek to build strong relationships between staff and pupils. Considerate and responsible attitudes and behaviour are fostered through a strong Life Skills programme.



Situated in idyllic Northamptonshire countryside, Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

Data Manager

37 hours per week, 42 weeks per year (term time plus 20 days)

Grade J point 27 £35,745 FTE, Actual salary £33,076

Permanent contract

We are excited to be seeking a Data Manager to join our professional and highly skilled administration team. Working alongside the Data Officer you will oversee the smooth running of all aspects of data analysis and maintaining the Academy's tracking and reporting systems of all student data.

Furthermore, you will work with the Assistant Principal for curriculum and timetabling to ensure a highly efficient and effective timetable is achieved yearly for the whole Academy.

The successful candidate will manage a small team and must have a good level of literacy and numeracy and be able to work to a high degree of accuracy. You will also be fully proficient in ICT systems mainly MS Office including Sims Database. This is a senior post in our Academy which would suit a well organised, motivated and flexible person who specialises in data analysis. Experience in timetabling would be advantageous, however full training will be provided.

Do you have the drive and determination to contribute to the further development of our Academy? If so, we would be delighted to hear from you.

Visits to the school are warmly welcomed. Please contact our HR department on hr@guilsborough.northants.sch.uk or 01604 740641 to arrange a suitable time.

For further information and to apply, please visit the Guilsborough Multi Academy Trust website.

Closing date: Monday 4th December 2023 at 12pm

Guilsborough Academy is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and by completing this application form, you confirm that you have read the DBS Code of Practice and the Safeguarding & Child Protection Policy which is available on our website. An enhanced DBS check, two satisfactory references, identity and medical checks are mandatory for all posts within Guilsborough Multi Academy Trust. Our safeguarding and Child Protection policy is available [here](#). We are also committed to meeting the requirements of disability discrimination and other legislation.

www.guilsborough.northants.sch.uk

Job Description

Post Title	Data Manager
Reports to	Assistant Principal
Salary grade	Grade J point 27
Hours	37 hours per week, 42 weeks per year
Contract type	Permanent

RESPONSIBILITIES OF THE JOB

Purpose of the Job

As part of the whole school administration team, to create, oversee and develop strategic and operational data and its systems within the school for the Senior Leadership Team (SLT) and the Teaching Staff to manage the direction, co-ordination and development of its staff and raise educational attainment of students. Produce clear, concise, accurate information to support the school's senior leaders in raising standards of performance across the Academy. Analyse problems, develop solutions and strategies with senior leaders to develop further school improvement. Furthermore, timetabling the curriculum and its resources including the management of the Sims software system.

Area and Type of Impact

- Supports the whole school by processing data, to analyse information in the school and to produce reports and insight on key targets and achievements for all students and staff, on a regular basis.
- Interprets, manipulates and analyses data and information to produce reports and statistics regarding progress, achievement and tracking of students, to support the whole school curriculum.
- Directly manages the Data Assistant together with supervision and supporting of whole school staff training in respect of Sims and Go 4 Schools software packages.
- Acts as a Manager for Sims and other software packages.

Job Context

The Academy is an all-through 11 to 18 school for secondary aged children. The Academy has approximately 1360 students. The jobholder's responsibilities and objectives are to develop and manage databases, in particular that of the Sims software package and to support the Assistant Principal with timetabling for the whole Academy.

The Job Holder Line Manages:

The Data Assistant who support and assists with assessments and reporting by checking and monitoring for results for each reporting session i.e. 3 times per school year for each year group. They are also responsible for posting duplicate reports and amending templates.

The Line Manager is the Assistant Principal who in addition to line management and assessments responsibilities has teaching commitments and is responsible for the oversight of cover, duties and examinations.

Key Responsibilities:

- To be responsible for the overall management of the Sims and Go 4 Schools systems for the whole school to ensure that critical data is current and available to managers, parents and students.
- Work in conjunction with the Assistant Principal in maintaining the timetable within the Sims database to ensure appropriate, accurate information and the smooth running of students and

staff timetabling. Advise Principal, Vice Principal and Assistant Principal on timetable requirements to enable them to make strategic decisions on its deployment and physical resources. To implement these strategic decisions in an effective and efficient manner.

- Develop a whole school approach to the management of the student data, including assessment, behaviour and attendance; to facilitate efficient management through effective information.
- Analyse performance data after each reporting period (3 times per school year for each year group) to ensure all statutory reporting requirements are met and effective data is available for the Academy.
- To review and develop information regarding assessment available to parents via the Academy website.
- To be responsible for staff training in respect of Sims database and Go 4 Schools including overseeing and advising managers of Sims applications to maximise the full potential of its capabilities.
- Project manage any new national developments within data management to ensure maximum use and efficiency.
- To plan, communicate and maintain the Duties register.
- Liaise with EFA (success factor calculations) and manage the DfE returns and provided software to ensure compliance with examination matching.
- Manage and maintain the data in Course Manager to ensure compliance with exam matching, accurate census data and affects on Sixth Form funding.
- Have a full understanding of the Exam Officers role so that at key points of the year you will be able to deputise during absence and assist at crunch times during the year.
- Responsible for the oversight of the School Census.
- Maintain the overview of administration tasks relating to Sims and the staff responsible.
- To supervise students over lunchtime duties as and when required.

General:

- To attend relevant meetings and training sessions
- To promote and safeguard the welfare of young and vulnerable people.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- To maintain high standards of confidentiality
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted in the course of duty
- To be aware of and adhere to applicable rules, regulation, legislation and procedures including the schools equality policy and Code of Conduct and national regulations such as Data protection and Health and Safety.

GDPR:

- To adhere to GDPR and Data protection regulations, whilst maintaining confidentiality.

FURTHER INFORMATION

Guilborough Academy is committed to safeguarding and promoting the welfare of children and young people. All appointments made within Guilborough Multi Academy Trust are subject to an enhanced DBS check, receipt of two satisfactory references, identity and medical checks within Guilborough Multi Academy Trust. Our safeguarding and Child Protection policy is available [here](#).

We are also committed to meeting the requirements of disability discrimination and other legislation. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section

Learning without Limits

4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. If a pending charge, conviction, bind-over or caution has been recorded against you, this will not necessarily debar you from consideration for this appointment. For further information please read out Recruitment of Ex-offenders policy which can be found [here](#).

Person Specification

Qualities and Attributes	Essential	Desirable
Qualifications		
Relevant degree in IT or Business or Statistics/ Mathematics equivalent		√
Excellent standard of literacy and numeracy and educated to A Level Standard	√	
Experience		
Working with and analysing of complex schools performance and data management of school systems	√	
Supporting and advising senior managers on how school data should be collected	√	
Drafting and presenting schools data and reports	√	
An understanding of timetabling software such as Nova-T6		√
Knowledge and Skills		
Working with precision and attention to detail	√	
Excellent ICT Skills including analysis and interpretation of data sets	√	
Ability to prioritise and manage workload own work and monitor the work of others.	√	
Excellent organisational, planning, coordination and influencing skills	√	
Project and supervision skills	√	
Work to tight timescales and conflicting demands	√	
Decision making and use of good judgement	√	
Excellent communication skills, both oral and written	√	
General/Personal Qualities and Characteristics		
Ability to be proactive and work on own initiative	√	
Ability to work accurately, including under pressure	√	
Ability to think and work independently, meet deadlines and keep calm in a crisis	√	
Ability to self-evaluate and actively seek opportunity for improvement	√	
Ability to work flexibly and collaboratively within a team environment	√	
Ability to maintain confidentiality	√	

Learning without Limits

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

SignedPostholder

SignedLine Manager

Date

Support for our staff

At Guilsborough Multi-Academy Trust we value our staff. We are very aware that the positive contribution of all staff is a significant factor in the success and long-term sustainability of our Academy. Without the energy, drive and enthusiasm of our staff, the Academy would not be in the successful place it is today or as prepared to face new challenges in the future. We are committed to developing well being initiatives to support all of our staff and are able to offer:

- **An active staff wellbeing committee**
- **Dedicated and talented staff who are keen to build on our high expectations**
- **Great students who are enthusiastic and motivated.**
We have a very positive ethos and excellent staff/student relationships
- **A developmental and supportive culture for continued professional development.**
The school strives to deliver personalized pathways and opportunities in order to enhance the growth and development of all staff members.
- **A good working environment with good resources.**
- **Supportive parents and carers.**
- **A fabulous location.**
We are based in Guilsborough, Northampton on a large and beautiful site.
- **HR Services on site**
Confidential advice and guidance on HR policies and procedures including: Maternity, Paternity, Adoption leave. Accessing staff services such as occupational health and counselling. Flexible working. Long term and short-term absence support.
- **Eye Tests**
Visual Display Unit (VDU) users are entitled to a free eye test.
- **Free Flu vaccinations for all staff.**
- **Multi-Gym – due to be completed during the Autumn half-term.**
All employees have access to the multi-gym and this is available for staff only use: Mon-Fri 7.30-8.30am and 4.30-5.30pm. Staff showers are available.
- **Pension Schemes**
GA offers a defined benefit pension scheme which is supported by school contributions as well as those of the employee. GA has two pensions schemes, the Teacher's Pension Scheme and the Local Government Pension Scheme.
- **Healthy Eating**
Our in-house catering firm Caterlink offer a healthy range of food at both break and lunch-time. Staff are entitled to a free lunch if undertaking an evening duty.
- **PTA**
We have a very active PTA group that all staff can get involved in if they wish.

Guilsborough first opened its doors over 60 years ago. Our newest building opened in September 2021. We value our strong history and are excited about our bright future.

We look forward to receiving your application and welcoming you to Guilsborough Academy.

