

**Connell Co-op College**

**Data Manager and Data Protection Officer**

**Permanent**

**Full time or Part time**

**Term Time plus 5 days**

**Hours: to be negotiated**

**Salary Scale: Grade 6 £25,295 - £28,785 pro rata**

**Start Date: October 2019 (an earlier start may be possible by negotiation)**

(The ability to be flexible on occasions is essential)

We are seeking to appoint an enthusiastic and hard-working Data Manager and Data Protection Officer to be part of the College’s journey to becoming a truly outstanding establishment. They will have excellent communication skills, thrive on working as part of a team and be ready to meet new challenges.

In return an excellent career and professional development offer is at the heart of the College’s commitment to you. In addition you will have the opportunity to link with other Co-operative Academies across the North West. Our core co-operative values define us. Every member of staff follows our ‘Ways of Being’;

• Do what matters most • Be yourself, always • Show you care • Succeed together.

Employee benefits include:

• Local government pension scheme  
• Childcare vouchers  
• Co-operative flexible benefits, including cycle to work  
• Co-operative credit union  
• Health-care cash-back scheme  
• Season ticket & rental deposit loans  
• Discount on various Co-op branded products

Details of the application process and the application form can be found on our website: [www.connellsixthformcollege.com](http://www.connellsixthformcollege.com).

**The closing date for applications is 9am on Thursday 5th September 2019**

Applications must be on our application form and should be returned via email to

Chris Butterfield (PA to the Principal: [cbutterfield@csfc.bfet.uk](mailto:cbutterfield@csfc.bfet.uk) or by post to:

Mrs C Butterfield

Connell Co-op College

301 Alan Turing Way

Manchester

M11 3BS

**The role**

The purpose of this post is to enable the use of the SIMS management system, Cedar and College data to support the role of teaching and learning in Connell Sixth Form College. The Leadership Team and all teaching staff, as well as Associate Staff, need this manager to collate and present data for a variety of uses throughout the College and for reporting to the National Government, College Governors and the Trust.

The Data Manager will work closely with:

* the Assistant Principal on all College data analysis
* the Network Manager to ensure the necessary IT systems are in place to support data analysis
* the Examinations Officer at College examination time

**Key tasks**

*Reporting*

* To manage the process of assessment data collection and analysis from the beginning to the end of each academic year. This will include working with Cedar and SIMS to ensure we can capture the data we need, supporting staff with the data capture process and providing the required data analysis reports for teachers, tutors and college leaders (within Cedar or via additional analysis in Excel) in line with the College calendar or as requested.
* To manage the process of attendance, punctuality and behaviour for learning data collection and analysis from the beginning to the end of each academic year. This will include working with Cedar and SIMS to ensure we can capture the data we need, supporting staff with the data capture process and providing the required data analysis reports for teachers, tutors and college leaders (within Cedar or via additional analysis in Excel) in line with the College calendar or as requested.
* To manage the process of reporting of college data to parents in line with the college calendar
* To produce and distribute reports to governors and other stakeholders as requested.
* To respond to and deliver data which is requested by national Government, the Trust and the College Governors.
* To work with the Assistant Principal, Leadership Team and other members of staff on assessment data and analysis of national tests and examinations which will contribute to a report for the Leadership Team and Governors.
* To complete all census returns and other statistical returns regarding student information requested by external agencies.
* During the exam period and preparation for that time, to assist the Examinations Officer with the data elements associated with the examination process and assist in the collation and distribution of examination results.

*Data Management*

* To ensure that data, in accordance with the Data Protection Act, is processed within legal guidelines and adequately and securely stored.
* To ensure that the College is compliant with GDPR and take the role of Data Protection Officer working with support from GDPR Sentry to ensure that staff in various roles understand their responsibilities and receive appropriate training. The Data Protection Officer will also take responsibility for ensuring that the college utilises the services and support offered by GDPR Sentry in relation to all aspects of our responsibilities under GDPR legislation.
* To incorporate the use and functionality of SIMS and Cedar into the current College process and suggest innovative procedures to enhance the College's use of SIMS and Cedar.
* To support the management of the application process through management of data collection in Cedar and SIMS
* To oversee the collation of GCSE results and any other entry requirement for the students at Connell, so teachers can be informed of any baseline data they wish to use.
* To support the Assistant Principals with data collection and processing at enrolment
* Keep student records up to date with regard to student transfers, course changes, UPN and leaving dates.
* Have oversight of college systems to ensure student records are accurate and updated appropriately.
* Collect student ULN information via the Learning Records Service.
* To work with the Assistant Principal to develop and import the timetable and rooming into SIMS.
* To support the College Leadership Team and College Administration with various administrative tasks
* To prepare duty rotas
* To manage the cover of absent teachers
* Co-ordinate and oversee the gathering of relevant data for the OFSTED and other external inspections.

System Development

* To maintain and constantly improve the staff's knowledge of the SIMS and CEDAR systems. To advise and train staff where necessary so that they use these facilities to their full capabilities to improve efficiency and effectiveness.
* To advise on technical aspects of SIMS and CEDAR in order that students can be tracked and progress-monitored against individual students and groups.
* To keep up-to-date with information issued by SIMS and CEDAR available through networking with other data managers.

General

* Carry out any other reasonable duties at the request of the Assistant Principal or Principal.

The duties of this post may vary from time to time without changing the general character of the post or of the level of responsibility within it.

The Co-op Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf”. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

**Person specification**

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|  | **Essential** | **Desirable** |
| ***Qualifications, Training.*** | Minimum 5 A\*-C GCSEs including English and Maths.  Relevant national qualification at level 3 or above.  Training appropriate to a data management role in a school or college – please give details of training you have received. | Higher qualifications |
| ***Relevant experience.*** | Good working knowledge of SIMS or other MIS  Use of advanced excel spread sheets  Data security and protection procedures in schools or colleges.  Working in a school or college.  Managing workload and meeting strict deadlines. | Knowledge of CEDAR |
| ***Knowledge, skills, abilities.*** | Good understanding of SIMS or other MIS.  Academic year-end procedures relating to timetabling.  Good communication skills, for effective interaction with colleagues, external educational agencies and other stakeholders.  The flexibility to adapt to changing workload demands and new challenges.  Experience of training and supporting other staff with data analysis. | Understanding of the types of qualifications delivered in a Sixth Form College environment and associated national data collection and reporting requirements. |
| ***Safeguarding*** | Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.  DBS clearance. |  |
| ***Others*** | Commitment to the aims and ethos of the College.  Willingness to carry out duties at College afternoon or evening events and occasionally at weekends.  Self-confidence and the ability to deal with difficult situations.  A thorough, meticulous approach to all tasks.  Smart, professional appearance.  Ability to show tact and discretion.  Willingness to represent the College.  Flexibility and a willingness to be involved in change as the College develops.  Commitment to further training and development.  A genuine commitment to improving the quality of provision for students and staff at the College.  A positive approach to challenges. | Willingness to be involved in extra-curricular activities |