RENDCOMB COLLEGE
NURSERY • JUNIOR • SENIOR

Data Manager

Start Date: ASAP

Hours: The ideal candidate will work part time – Monday to Friday 8.30-17.00, term-time only plus 15 days in the holidays & INSET. This will be a permanent contract.

Salary: To enquire about salary, please contact HMPA@Rendcombcollege.org.uk
Line Manager: Headmaster's PA

A Brief Overview of the Role & the Right Candidate

Rendcomb College, a beautiful school set in the heart of the Cotswolds, is looking for a Data Manager, who will work very closely with the Headmaster's PA, the Deputy Head Academic and the Exams Officer. It is a varied role, and the right candidate will have exceptional attention to detail and organisational skills. As the office you will work in is a busy hub, we are looking for someone personable and approachable.

How to Apply

To apply, please click the "quick apply" button on the job advert on TES and complete the application form.

Main Duties and Responsibilities

As the Data Manager, you will oversee and manage the use of iSAMS, the school's Management Information System (MIS) and give support to the Deputy Head Academic and Exams Officer. Training will be provided for iSAMS, and previous experience with the system is desirable but not essential.

Responsibilities:

iSAMS Management

- Input data into iSAMS to maintain an integrated student database (including pupil information, timetables, and photographs).
- Create new pupil data checks, adding email and login information.
- Collaborate with HR to set up staff accounts and manage access rights.
- Communicate updates to staff following each MIS upgrade.
- Identify and coordinate relevant iSAMS training sessions for staff.
- Maintain accurate records of pupil data and liaise with relevant departments (HMPA, Junior School PA, Admissions, HR) to ensure data accuracy.
- Support HR in maintaining accurate staff data and generate relevant reports.

School Data Management

- Set up and manage the iSAMS Assessment Manager.
- Input assessment data into iSAMS efficiently and accurately.
- Analyse and generate reports on school data, identifying trends and producing detailed reports.
- Maintain the school's reporting system, ensuring timely creation and publication of reports and grades.

- Publish reports on the school VLE in line with the assessment calendar
- Promote and support the College's SharePoint system.

Examination Administration

- Support the Deputy Head Academic and Examinations Officer with administrative tasks for internal and external exams, including:
    - Exam certificates, entries, online access arrangements
    - Organize and publish exam timetables, including special requirements or clashes.
    - Work closely with the SENCO to ensure all SEN information is accurate and up-to-date.
    - Coordinate room bookings and invigilation schedules.
    - Ensure proper handling of exam papers, seating plans, and pupil transcripts.

Cover and Registration Management

- Build and maintain cover and registration structures in iSAMS each term.
- Ensure the Activity rota is updated for cover purposes and maintain up-to-date registration for trips and activities.
- Coordinate and publish weekly cover requirements.

General Data Management

- Provide data for whole-school and individual student target setting.
- Update student targets and assessment information in line with the assessment calendar.
- Produce data reports on student progress and analysis for Heads of Department and the Senior Leadership Team.
- Collaborate with the Examinations Officer to manage external/internal exam data and results analysis.
- Conduct research and provide data to inform decision-making.

Additional Responsibilities

- The post-holder may be required to perform other duties from time to time as needed.

Person Specification

Essential:

- Excellent written and verbal communication skills with the ability to build positive relationships with all stakeholders.
- Exceptional attention to detail.
- Strong interpersonal skills and the ability to work with a diverse range of stakeholders.
- Excellent organisational and planning skills, with the ability to manage multiple tasks and shifting priorities.
- Ability to stay calm under pressure and meet deadlines.
- Self-motivated, proactive, and adaptable.
- Strong collaboration skills and a positive, professional approach.

- Highly proficient in IT, including Microsoft Office and Outlook.
- Strong administrative skills with an appreciation for the aims and ethos of Rendcomb College.
- Commitment to maintaining confidentiality.

Desirable:

- Proficiency in using iSAMS.
- Experience working in a school setting.

Other:

- Contribute significantly, where appropriate, to implementing departmental and workplace policies and practice;
- Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback;
- Promote collaboration and work effectively as a team member;
- Support enrichment and outreach programmes for the department.

Our Mission

Our mission is to develop **thoughtful**, **adventurous** and **ambitious** life-long learners with the confidence, character and skills to succeed in the ever-changing world after school. Our pupils have the freedom to experience, explore and enquire about the world around them. We aim to encourage independence and inclusivity in a safe, caring community and magnificent natural environment.

Our Values

Thoughtful –Rendcombians test the status quo and are encouraged to employ **critical thinking**.
They are kind and **empathetic** towards all people and are proud to celebrate their differences and individual traits. Through service, they connect to others, enabling individual and societal change for good.

Adventurous - Rendcombians are **courageous**.
They embrace the adventure of school life, challenging themselves to broaden their experiences, and are brave in standing up for what is right. They enjoy being **creative** in their approach, seeking new ways to solve problems, and continually learn from trying.

Ambitious - Rendcombians are actively **curious** about the world around them and love to learn.
They aspire to succeed through **perseverance**, whilst not being afraid to make mistakes.
They seek to be the best version of themselves they can be.

The School

Rendcomb College is a successful co-educational HMC day and boarding school in the Cotswolds and this is a wonderful opportunity for a dynamic and inspirational candidate to join the College at an exciting time of change. We were shortlisted for 2

awards at the TES Independent School Awards 2021, namely the prestigious Boarding School of the Year award and also the Community Initiative of the Year award. In 2022 the College was inspected by the Independent Schools Inspectorate and achieved 'excellent' in both pupils' personal development and pupils' academic development and achievement.

Rendcomb College was founded in 1920 by Frederick Noel Hamilton Wills, whose family have maintained an active part of the school including significant financial endowment and governance. We maintain a vision and ethos that remains true to Wills' original values of providing an inclusive and broad-ranging education for our pupils. Rendcomb has evolved, developed and grown over the years and is now a thriving co-educational day and boarding School for 3-18 year olds totalling some 400 pupils.

The College owns some 200 acres of land including the Deer Park and the "Wilderness" which is home to our Forest School and an integral part of our Outdoor Education provision in the Junior School. The College's ten acres of pitches benefit from far-reaching and astounding views. The school boasts four new hard surface tennis courts, gym, all weather astro-turf and sports hall; all of these facilities are used by Junior and Senior School pupils. Recent whole college developments include a state of the art Performing Arts Centre at the heart of the campus, new 6th Form Centre and Junior Day and Boarding House.

All staff are expected to

- Develop and maintain professional, productive relationships with all members of staff within the School.
- Commit to professional development through participation in the School's CPD events and training appropriate to the job role.
- Comply with and promote the School's Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake training as and when necessary.
- Work towards and support the school vision and ethos.
- Support and contribute to the school's responsibility for safeguarding pupils.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Be aware and support equality, diversity and inclusivity and demonstrate these principles in all aspects of work.
- Undertake any other reasonable duties required that are related to the job from time to time.

Terms and conditions

Outline Salary and Conditions

A competitive salary will be offered in accordance with experience and qualifications. All staff are automatically enrolled into the School's pension plan, details of which will be sent to you prior to your start date. Rendcomb College complies with standard employment legislation with regard to retirement.

Other Benefits

Rendcomb will provide staff with parking, and with lunch during term time and for most days during school holidays. Use of the College facilities, including gym, may be possible outside school hours, subject to availability.

Hours of Work

The post-holder will normally be required to work Monday to Friday 08.30 to 17.00, term time only, plus 15 days in the holidays (4 of these to be the exam results days in August) and INSET days. It is recognised that owing to the nature of the role, it may be necessary for some work outside these hours. This role is not suitable for hybrid or home-working.

Variation to this Job Description

This is a description of the job as it is at present and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process would be conducted through consultation. You are expected to participate fully in the College's programme of Professional Development and Review (PDR).

Disclosure

- Rendcomb College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). *Rendcomb College is an equal opportunities employer.*