

RECRUITMENT INFORMATION & CANDIDATE PACK



Systems and Data Manager

£54,684 - £57,726 (All Year Round)

P06 SCP 41 – 44

Closing Date: Monday 3rd March 2025 at 09:00

Interview Date: Thursday 13th March 2025

AMBITION | INSPIRATION | OPPORTUNITY

Letter from the Headteacher

Dear Applicant,

Thank you for your interest in Regent High School, and the post of Systems and Data Manager.

'The curriculum is ambitious...Pupils are proud to come here' (Ofsted, February 2023)

Regent High School is an 11-19 co-educational comprehensive school with an inspiring and dynamic curriculum that challenges all students to realise their full potential. We equip students with the skills required for success as dynamic citizens of the 21st century. Students thrive at Regent High School and leave us as inspired, independent and articulate young adults, ready to enter the world as ambitious global citizens.

Ofsted heaped praise upon Regent High School following their visit in February 2023 noting; *'The curriculum is broad and often exceeds what is expected nationally,'* with *'staff having high expectations of pupil's learning.'* As a result, we continue to be a good school. The leadership team's continued drive for success was recognised by Ofsted in the provision of *'effective support and subject specific training for all staff.'*

We are proud of our achievements and have a determined vision for the future, centering on our stimulating curriculum and state-of-the-art facilities; we look forward to even more successes and achievements as we continue on our journey to outstanding.

As a nationally recognised award-winning school in Somers Town, we are currently oversubscribed. Having featured on a number of television programmes including, ITV, Channel 5, The One Show, The Met: Policing London and Britain's Classroom Heroes, awareness and excitement surrounding the school has grown steadily.

- Two TES Award nominations in 5 years
 - Headteacher of the Year 2018
 - Secondary School of the Year 2022
- Two Pearson Silver Award winners in 4 years
 - Teaching Assistant of the Year 2019
 - Secondary School of the Year 2022

The school continues to go from strength to strength.

As a member of staff at Regent High School you will be joining an outstanding team of dedicated colleagues who ensure our students are given the best possible education to become confident, successful and independent young learners. At Regent High School we pride ourselves on our creative and dynamic learning environment, enriched by our staff, students and network of partners. We encourage personal creativity and welcome innovative, forward-thinking ideas from staff.

Teamwork is at the heart of all that we do, and by working together we aim to secure a successful future for all our students. We encourage staff to spend some time with us before starting in their new role to gain a real understanding of our ethos and what we have to offer.

Please visit the 'Vacancies' section of our website – www.regenthighschool.org.uk – to download further information about our school to support your decision about applying for a post at Regent High School.

I very much look forward to receiving your application



Mr G Moore
Headteacher



Our vision

Our vision is to produce students who are creative, independent and resilient global citizens of the 21st century. Our global, outward-looking approach to teaching and learning ensures our young people are successful, confident, adaptable and flexible, equipped to be successful in any pathway they choose.

As a member of staff at our school we ask you to understand, share and embrace our vision, ensuring that our values, vision and ethos are implemented in everyday practice. We have high expectations for both teaching and learning and have a strong focus on achievement and attainment. We are constantly looking for new models and teaching strategies to ensure our students are fully prepared to meet the growing demands of the 21st century. We encourage all members of staff and students to be innovative and inspiring thinkers.

Our mission

- Offering an inspiring, dynamic and rigorous curriculum that meets the needs, interests and abilities of all children
- Encouraging students to reach, challenge and exceed their potential
- Providing a supportive and structured learning environment where students thrive
- Working with external partners to provide enhancing and enriching opportunities for every student
- Ensuring our students leave us as confident, articulate young adults ready to enter university or the world of work
- Getting to know every child so that their individual needs are met, their abilities are understood and their talents are developed

Our offering

As a member of staff at Regent High School you will be joining an outstanding team of dedicated staff who ensure our students are given the best possible education to become confident, successful and independent young learners. At Regent High School, we pride ourselves on our creative and dynamic learning environment, enriched by our staff, students and network of partners. We encourage personal creativity and welcome innovative, forward-thinking ideas from staff.

Teamwork is at the heart of everything we do, and by working together we aim to secure a successful future for all of our students. We encourage staff to spend some time with us before starting in their new role to gain a real understanding of our ethos and what we have to offer.

Induction

When you join us at Regent High School, you will benefit from a personalised approach to your continuing professional development (CPD) providing you with extensive opportunities for personal and professional gain. We believe there is always room for personal development and growth; therefore, we encourage all members of staff to continue to challenge themselves and make the most of the opportunities we offer.

Our partnerships

Supporting our vision, Regent High School's Strategic Goals include the following objectives:

- Regent High School is the hub for a network of strategic partners with whom we learn and share expertise;
- Regent High School is the parental school and Sixth Form of choice in local and wider community.

Our Partnership Strategy of effective working with the variety of local organisations readily accessible to the school is integral to achieving our vision.

The advantageous location of the school in Camden gives it proximity to a number of high-profile, world-class institutions; the school is very fortunate to have several prestigious partners that help to raise students' aspirations and prepare them for study, work and their lives beyond school. Some of these include;

- The UCL Institute of Education
- UCL
- The Wellcome Trust
- The Francis Crick Institute
- British Land,
- Central Saint Martins College of Arts and Design,
- University of the Arts London
- Regent's University London
- The British Library
- The British Museum
- The Roundhouse
- Global Generation
- Future First
- Somers Town Community Association

Regent High School was also the first school, and is still the only secondary school, to be one of the more than 65 members of the King's Cross Knowledge Quarter which is an exciting gateway to knowledge for those who study, live or work in this dynamic part of London. Our partnerships have demonstrable impact on students' intellectual and socio-cultural development.

International partnerships include links with schools in Burundi and – through an Erasmus+ project for which Regent High School is the lead partner – Germany, Hungary and Spain. We have held a Leading Parent Partnership Award (LPPA) for four years.

With a view to promoting the outward facing nature of the school, there is plenty to be done in maximising the potential benefits of these impressive and expanding partnerships in preparing our students for higher education, developing employability skills and promoting an understanding of the global world of work. This is in addition to the benefits the partnerships are bringing in supporting the curriculum at subject level for STEM and arts courses.

School Context and Characteristics



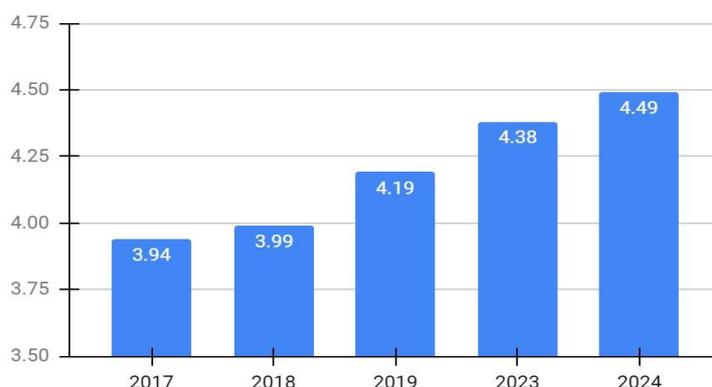
Ambitious and vibrant are descriptors of our students, who feel safe in our close-knit community. The vast majority appreciate the value of education and are excellent ambassadors for Regent High School, whilst the inspiring learning environment has led to significant improvement in levels of engagement and satisfaction. They form strong friendship groups and are supportive of each other.

As a school which serves the local community, we celebrate, cherish and benefit from the rich diversity among our students. An inclusive approach is integral to our school ethos and permeates everything we do.

Number on roll	1098
% girls	43
% boys	57
% FSM	62
% SEN	21
% EAL	57
LAC	4
% PPI	67

Ethnic Group	
White British	5.3%
Bangladeshi	37%
Black British-Africa	19.2%
White Other	1.7%
Somali	12%

Average grade attained by Year 11



Regent High School is a co-educational comprehensive school with 1080 students and 145 staff (fulltime equivalent). The school is based in Somers Town in the London Borough of Camden.

Somers Town is in a ward which ranks in the most deprived 5% of neighbourhoods nationally in terms of socio-economic disadvantage. Many students at Regent High School face a number of complex barriers to being able to realise their full potential. This can affect their attainment, progression into higher education and into the world of work. The school is in the top 20% of all school for the proportion of Free School Meals (59%) and Pupil Premium (67%). The economic poverty within the area directly affects our students as they may have few creative and cultural experiences outside of school.

Our diverse school community speaks over 38 languages, with 79% of students speaking a language in addition to English at home.

Primary partnerships

We work closely with our primary partners to ensure a smooth transition from primary to secondary school. We offer a number of transition programmes to invite prospective parents and pupils into the school before they start, establishing strong communications with parents from the outset. These include an annual Friendship Afternoons, curriculum-based projects and an Induction Day to guarantee pupils are confident before starting secondary school.

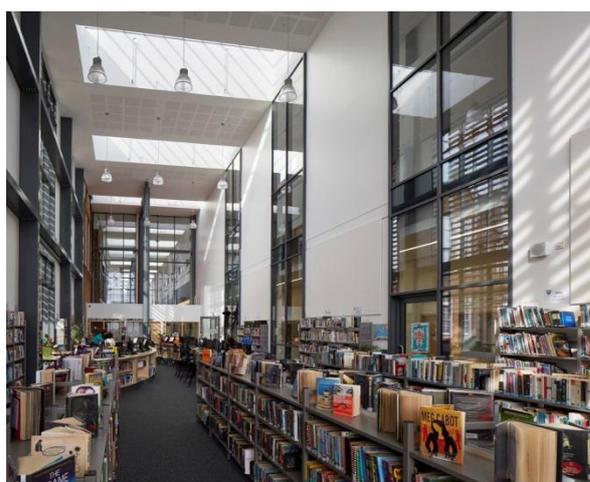


Our Facilities

Our £25m new building, completed in December 2014, was awarded a prestigious 2015 Camden Design Award, and has been shortlisted for a RIBA London award. The new facilities provide a fully equipped fitness suite, three all-weather multi-use pitches, science laboratories, a theatre with professional lighting and staging, drama studios, music recital rooms, music technology suite, a recording studio, four art studios, a media studies suite with Mac computers and a large library with a collection of over 12,000 books and other resources and with outstanding facilities for independent study.

The Camden Design Award panel described the Regent High School project as 'an accomplished and sleek re-imagining of an entire school despite budgetary constraints; re-orientating its entrance; providing high-quality teaching accommodation; improving community facilities and celebrating its role in the heart of Somers Town. Natural light, transparency and openness flood the site with a sense of wellbeing, connecting occupants to the landscape and bringing a positive contribution to the cityscape'.

Students respect their revitalised school buildings; the bright, clean and spacious learning environment provides a hub for the local community and partner primary schools. Increasing the use of these facilities is a work in progress, with potential to enhance community use, for both leisure and learning.



Travel

Staff are encouraged to use sustainable forms of transport to and from work. The nearest London Underground stations are Mornington Crescent, Euston and King's Cross St. Pancras. National Rail services operate from the nearby London King's Cross, London St. Pancras and London Euston stations.

Covered cycle parking is provided at the school including a dedicated secure area for staff cycles. Staff can take advantage of Camden Council's season ticket and cycle purchase loan schemes.

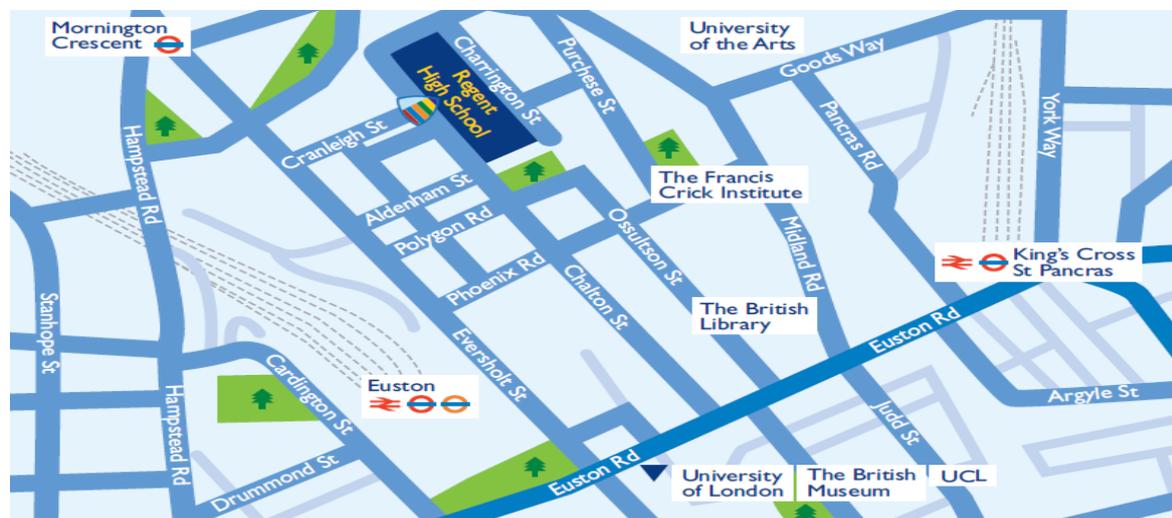
Living and working in Camden

The Borough of Camden is located just north of central London and is a thriving place to live and work. Famous for Camden Market, attracting an array of visitors throughout the year and surrounded by beautiful settings, the Borough of Camden is a dynamic and unique place to live.

Camden's industrial heritage has made way for retail, tourism and entertainment, including a number of markets and music venues. The markets are a major tourist attraction at weekends, selling goods of all types including fashion, lifestyle, books, food, antiques and more bizarre items.

Although noted for its music venues, restaurants and energetic atmosphere the abundance of open spaces including the beautiful Regent's Park and Hampstead Heath means that there is plenty of room to get away from the hustle and bustle of city life. There is something for everyone in Camden, whether you want to enjoy the vibrant pace of life in Camden Town, or relax in the more rural environment of Hampstead.

Camden enjoys an outstanding public transport service with a range of buses running 24 hours a day. Unique to the area are the excellent underground and national rail links from King's Cross and Euston. St Pancras International, less than 10 minutes' walk from Regent High School, offers high speed services to Kent as well as a gateway to Paris, Brussels and beyond.



Regent High School

Chalton Street, London, NW1 1RX

Systems and Data Manager

P06 SCP 41 – 44

£54,684 - £57,726 (All Year Round)

Required for as soon as possible

An opportunity has arisen for a highly proficient data specialist with excellent communication skills, to join our data team.

The ideal candidate will have relevant experience, in the following areas:

- Advanced data analysis and report preparation
- Supporting the development of information systems in an educational context
- Oversight of the administration and delivery of public examinations
- School timetabling

Purpose of the role

The current Systems and Data Manager is stepping back at the end of the academic year. The advertised position is, essentially, to take over this role. There will be a full-time handover period until the end of July 2025 (and probable consultancy access beyond that).

The core responsibilities of the role, as outlined in the job description, are:

- i. Data, Exams and SIMS (supported by Exams Manager and Data Officer)
- ii. Overall ICT strategy and operation (outsourced to onsite team employed by LB Camden)

Additionally, the school is constantly looking to harness technologies to facilitate school improvement. As such, proven experience in the following technologies (and any others that offer similar benefits) will give candidates an advantage (and such skills will be tested during the recruitment process).

- Advanced Excel (including Power Query)
- Power BI (including DAX)
- XML, XPath, XSLT
- Scripting (e.g. Batch, VB, PowerShell)
- Relational Databases (e.g. Access, SQL)
- SIMS, SIMS NextGen, NovaT

This is a wide-ranging, high level role in which you will work closely with the Systems and Data Manager to maintain the school's central information systems.

Key dates

Closing Date: Monday 3rd March 2025 at 09:00

Interviews: Thursday 13th March 2025

Regent High School is committed to safeguarding and promoting the welfare of children and young people. All successful candidates will be subject to an enhanced DBS check, and other online searches.

JOB DESCRIPTION

Section A: Job Purpose

1. Responsibility for the development of the school's information management systems.
2. Lead and develop the Data and Examinations Team in order to support leadership capacity and improved teaching and learning
3. Line manage Data Officer and Exams Manager

Section B: Accountable to Deputy Headteachers and Headteacher

Section D: Key Accountabilities and Tasks

I. Leadership and Management

Accountabilities	Tasks
<p>1.1 Proactive promotion and maintenance, of a shared school ethos of respect for learning and achievement, underpinned by high expectations for behaviour</p>	<p>1.1.i Model high professional standards for the whole school community.</p> <p>1.1.iii Ensure, in conjunction with colleagues, that the school's equal opportunities policies meet all statutory requirements, are effectively implemented and regularly reviewed.</p> <p>1.1.iv Attend school events as appropriate to develop and promote the school's aims and ethos.</p>
<p>1.2 Management of the school's information systems</p>	<p>1.2.i Take responsibility for the school's central information systems, and ensure that these are efficiently maintained at all times.</p> <p>1.2.ii Ensure that all relevant student data is disseminated to staff at the start of each year and updated regularly as required and that all annual processes are completed appropriately including supervision of the administration of the annual primary/secondary information transfer programme and sixth form enrolment process.</p> <p>1.2.iii Take responsibility for the completion of all returns of data to the LA, DFE and other statutory bodies, acting as the school's lead officer and point of contact with all relevant agencies, and for the collation, processing and dissemination of incoming data.</p> <p>1.2.iv Support the Deputy Headteacher in the preparation and maintenance of the whole-school timetable.</p> <p>1.2.v Support members of staff at different levels in their use of the school's management information systems.</p> <p>1.2.vi Ensure that all data management and information systems and procedures meet the requirements of the Data Protection and Freedom of Information Acts and monitor compliance throughout the school.</p>
<p>1.3 Leadership and management of the development and maintenance of the school's curriculum and administration ICT infrastructure</p>	<p>1.3.i Monitor and evaluate the ICT managed service contract within the school:</p> <ul style="list-style-type: none"> ▪ ensure the maintenance and lifecycling of the equipment accords with contractual agreements

	<ul style="list-style-type: none"> ▪ ensure the work is compliant with professional standards, and legal requirements ▪ undertake any negotiations relating to future projects, assignments, or significant variations to existing contract ▪ negotiate the annual programme of maintenance/upgrade works with RM around the school's core operational hours ▪ ensure that financial penalties for contractual breaches are implemented and tracked. ▪ submit change requests to the authority for changes outside the scope of the contract and to monitor and ensure their implementation. ▪ maintain regular and effective liaison with the contractor in order to manage and monitor performance ▪ take responsibility for resolving issues and problems affecting service delivery and performance requirements that have been set by the LA and the School. ▪ ensure that the contractor complies with the policies and procedures of the school (ie DBS checks, contractor access etc) ▪ provide regular briefing to the head and governors in respect of contract delivery. <p>1.3.ii Advise the ICT Strategy Committee on the development of the ICT systems to meet the changing needs of the school as required.</p> <p>1.3.iii Oversee the specification, implementation and on-going support of the ICT infrastructure in accordance with agreed strategic priorities.</p> <p>1.3.iv Ensure that appropriate audit, security and disaster recovery procedures are in place and are regularly reviewed.</p> <p>1.3.v Administer the schools' Managed Learning Environment, including advising the senior leadership team on the strategic development of the MLE to deliver the school's agenda for transforming learning.</p> <p>1.3.vi Be responsible for the ICT Budgets totalling approximately £200,000.</p> <p>1.3.vii Undertake any other duties within the scope and purpose of this post as directed by the line manager.</p>
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2. Learning and Teaching

Accountabilities	Tasks
2.1 Responsibility for contributing to the analysis of student attainment data to ensure the continuous improvement of student achievement	2.1.i Manage the school's assessment and reporting cycle, in consultation with SLT. Manage assessment data and disseminate this as required, including student targets and tracking data, examination results and analysis.
2.2 Management of all public and internal examinations	<p>2.2.i Manage the administration of all public examinations at KS3, KS4, and KS5, liaise, as the school's lead officer, with examination boards, LA officers and performance data collection agencies.</p> <p>2.2.ii Oversee the efficient delivery of all arrangements for the conduct of public and school examinations in line with examination board requirements</p>

	<p>and school policy. Be responsible for the quality assurance of the whole examinations process and manage the response to any complaints or breaches of regulations.</p> <p>2.2.iii Liaise with Deputy Headteacher and Exams Manager to prepare examination entries within school policy.</p> <p>2.2.iv Manage the receipt of examination results, the arrangements for distributing these to candidates, their dissemination to staff and the co-ordination of appeals and queries. This will involve being in school when KS4 and KS5 exam results are published during the second and third weeks of August.</p> <p>2.2.v Report to SLT on issues directly relating to the smooth running of examinations.</p> <p>2.2.vii Liaise with SLT to review and update the school's examinations policy in accordance with the agreed cycle.</p>
1.4 Line management of designated leaders and other staff as appropriate	1.4.i Provide induction and contribute to the professional development of designated staff as appropriate
1.5 Development and maintenance of effective relationships with individuals and organisations including parents, the governing body, Camden LA and the wider community to further the achievement of the school's aims.	<p>1.5.i Attend meetings of the governors' Learning and Achievement and Resources for Learning committees and full governors' meetings as required</p> <p>1.5.ii Represent the school at relevant local authority meetings and contribute to initiatives to develop authority-wide good practice in information management.</p>

3. Administration, Accommodation, Finance and Resources

Accountabilities	Tasks
3.1 Shared responsibility for the efficient running of the school through effective administration and communication at all levels	<p>3.1.i Be responsible for an equitable share of administrative and organisational tasks</p> <p>3.1.ii Hold regular meetings with key staff to ensure that information is communicated clearly and promptly and that administrative procedures are supported</p> <p>3.1.iii Perform other duties commensurate with the status of the post as may from time to time be determined by the headteacher</p>
3.2 Shared responsibility with the headteacher, bursar and governors for establishing budget priorities and evaluating the effectiveness of spending in line with the principles of best value	<p>3.2.i Manage allocated budgets and monitor expenditure</p> <p>3.2.ii Oversee the management and monitoring of delegated budgets in the areas line managed</p>
3.3 Oversight of staff absence cover	<p>3.3.i Oversee arrangements to provide cover for absent staff in accordance with school policy. This requires being at school by 7.30am on occasions.</p> <p>3.3.ii Manage cover budgets totalling approximately £70,000.</p>
3.4 Responsibility for ensuring that facilities and resources in the are used efficiently and that high standards of health and safety, security and maintenance are maintained at all times	<p>3.4.i Oversee the use and maintenance of facilities and resources in the areas line managed</p> <p>3.4.ii Ensure that high standards of health and safety are adhered to at all times and that accommodation and resources are kept appropriately secure</p>

Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the postholder and the Headteacher.

PERSON SPECIFICATION – SYSTEMS AND DATA MANAGER

A: Application

I: Interview

T: Task

R: Reference

QUALIFICATIONS	
<ul style="list-style-type: none"> Degree in a relevant subject. 	A
<ul style="list-style-type: none"> GCSE English and Maths at grade C or above or equivalent 	A
<ul style="list-style-type: none"> Evidence of continued professional development and training in ICT. 	A
EXPERIENCE	
<ul style="list-style-type: none"> Previous experience of managing an environment dependent on ICT and computer-aided administration; experience of school management information systems would be highly desirable. 	A / I / T / R
<ul style="list-style-type: none"> Previous experience of planning, implementing and maintaining management information systems. 	A / I / T / R
<ul style="list-style-type: none"> Experience of school timetabling would be desirable. 	A / I / R
<ul style="list-style-type: none"> Experience of line management would be desirable 	A / I
<ul style="list-style-type: none"> Experience of budget responsibility would be desirable 	A / I
ABILITIES / SKILLS	
<ul style="list-style-type: none"> Excellent interpersonal skills and ability to communicate effectively both orally and in writing with people of all levels both within school and outside. 	A / I / T / R
<ul style="list-style-type: none"> Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach. 	A / I / R
<ul style="list-style-type: none"> Excellent ICT skills including a high level of competency in MS Word and Excel, experience of using databases and the ability to transfer skills to learn new systems 	A / I / T / R
<ul style="list-style-type: none"> Ability to set up and maintain accurate electronic records and filing systems, to monitor their effectiveness and continue to develop systems to meet the needs of the school 	A / I / R
<ul style="list-style-type: none"> Ability to work closely with ICT professionals utilising proven advanced knowledge of ICT system and network concepts 	A / I
<ul style="list-style-type: none"> Significant experience of working with advanced technologies, particularly those related to data analysis, especially Power BI. 	A / I / T
<ul style="list-style-type: none"> Demonstrable ability to learn new technologies quickly when required and rapidly develop technical solutions to problems. 	A / I
<ul style="list-style-type: none"> Ability to build robust systems that can be maintained by others and do not become a single point of failure on their developer. 	A / I
<ul style="list-style-type: none"> Ability to work under pressure and ensure that deadlines are met whilst maintaining accuracy and attention to detail. 	A / I / T / R
<ul style="list-style-type: none"> Ability to prioritise and organise own workload and that of others. 	A / I / R
<ul style="list-style-type: none"> Ability to work on own initiative. 	A / I / R
BEHAVIOURS	
<ul style="list-style-type: none"> Proven competence in working independently as part of a team 	R
<ul style="list-style-type: none"> Proven competence in working in a positive and energising manner 	R
<ul style="list-style-type: none"> Proven competence in problem solving 	R
<ul style="list-style-type: none"> Proven competence in achieving successful outcomes 	R

<ul style="list-style-type: none"> • A satisfactory health, punctuality and attendance record * 	R *
COMMITMENTS	
1. Proven commitment to ensuring that the principles and policies of equal opportunities deliver excellent outcomes for all members of the school community	A / I / T / R
2. Commitment to the community ethos of the school	I
3. Commitment to your own continuing professional development	A

* This information will only be requested post-offer of employment