



# Candidate brief for the position of: Temporary Data Manager

## Bullers Wood School for Girls

Application Deadline: ASAP

Suitable candidates will be interviewed before the closing date and Bullers Wood School reserves the right to withdraw the position if an early appointment is made.





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Dear Applicant

Thank you for expressing an interest in the post of temporary Data Manager at Bullers Wood School. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available in March 2023 and offers an exciting opportunity to join an enthusiastic staff and very supportive department whose members are committed to making a real difference. The school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and prior to the pandemic had regularly been congratulated by the Minister of State for Schools on our achievements at GCSE level placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for students achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

We are looking for a passionate individual to help us to ensure that in every way Bullers Wood remains an outstanding school at our next Ofsted inspection, and that every one of our students achieves and exceeds both their targets and expectations.

The successful candidate will join Bullers Wood at an exciting time as September 2018 saw the opening of a new secondary free school, Bullers Wood School for Boys, who have now moved into their brand-new permanent building. Our two schools led to the establishment of the Bullers Wood Multi Academy Trust, giving opportunities for enhanced professional and career development for colleagues working within the Trust. The successful candidate may be required to work at either school.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description. If you have any questions or wish to visit before applying, please do not hesitate to contact our Human Resources Manager, Caroline Sharp [csharp@bwsmat.org](mailto:csharp@bwsmat.org).

I very much look forward to receiving your application.

Yours sincerely

Simon Hardwick  
**Headteacher**



## **An Introduction to Bullers Wood School for Girls**

### **The School**

Bullers Wood School for Girls is a highly successful comprehensive 11 – 19 girls' school with boys admitted to the sixth form. We are significantly oversubscribed, with admissions from over 50 primaries, and enjoy an excellent reputation in the community.

The number on roll is 1584, including 433 students in the mixed sixth form. We serve a very supportive community, and parents/carers have a choice of Bullers Wood School for Girls as a comprehensive school or selective education within Bromley and other LAs (Bexley, Kent). The proportion of students eligible for free school meals is below the national average. About a fifth of the total roll is from an ethnic minority background and some 20 languages are spoken. Very few students are learning English as an additional language. The behaviour of students is excellent, with all keen to learn and succeed.

In 2022, 77% of students achieved 5+ GCSE's at 9-4 including English and Maths, and 52% of A level results were graded A\* - B.

The staff at Bullers Wood School for Girls are friendly, hardworking and conscientious. We actively promote continuing professional development for all staff, in line with the needs of the individual and those of the School. We offer a full and comprehensive induction and ongoing support programme for all new staff. ECTs are allocated a dedicated mentor to support them through their ECT years.

The School is a founder member of the highly regarded Bromley Schools Centred Initial Teacher Training Collegiate which enables our staff to share their expertise and good practice with others. We also train teachers through the Graduate Teacher Programme.

Twenty-two acres of woodland and landscaped grounds surround Bullers Wood House, a mansion with interior design by William Morris and exterior by Ernest Newton – both leading Victorian designers. This makes it unique, creating a high-quality environment and atmosphere which students enjoy and remember.

### **Our Ethos**

Our purpose is to develop well qualified, confident and appreciative individuals who show tolerance and co-operation and are ready to play positive roles in the international community.



## The Post and Specifications

<b>Position:</b>	Temporary Data Manager - SIMS, Assessment and Reporting Manager
<b>Reports to:</b>	Simon Hardwick, Headteacher
<b>Hours of Duty:</b>	36 hours per week Monday to Friday 8am – 4pm Monday to Thursday and 8am – 3.45pm Friday (including 45 minutes unpaid lunch break each day. (Hours are approximate and may alter during peak periods.)
<b>Salary:</b>	BR10: £34,091 - £35,976 FTE (Pro rata on £34,091 is 42 wks x 36hrs x £34,091 / 1675 = £30,773.48)
<b>Holiday:</b>	Holiday must be taken in the school holidays.
<b>Contract:</b>	36 hours; 42 weeks per year (37 term time, plus 5 weeks as directed by manager. 2 of the days will be on GCSE results day supporting sixth form admissions.

### Purpose of the position:

- To manage all aspects of Capita's School Information Management System.
- To improve the quality of data and its analysis in order to enhance teaching and learning.
- To create, update, maintain and validate all Assessment, Recording and Reporting procedures in the school.
- Responsibilities: SIMS, Assessment and Reporting
- To manage all aspects of Capita's School Information Management System
- To improve the quality of data and its analysis in order to enhance teaching and learning.
- To create, update, maintain and validate all Assessment, Recording and Reporting procedures in the school. SIMS Usage
- Lead Development of SIMS throughout the school.
- Identify and advise with regard to the capabilities of SIMS Modules for different users.
- Direct, maintain and improve the current level of usage.
- Identify training needs and lead on in-house training for SIMS.
- Liaise with IT to resolve SIMS problems and advise on access controls.
- Options – Support the DHT Curriculum setting up the options data within SIMS to ensure effective use of school resources.
- Examinations – Coordinate with the Exams Officer to provide performance tables on results day, supporting sixth form admissions and data entry.

### Assessment and Reporting

- Responsible for the school's Assessment, Recording and Reporting processes to
- Enable accurate tracking of student attainment and achievement
- Enable early warning mechanisms of under achievement
- Flag attainment above expected levels
- Track vulnerable students.



- Termly analysis of whole school and departmental data
- Provide accurate reports to parents that reflect the current position of their daughter/son.
- Manage, administer and develop all aspects of the school's reporting system to parents; ensuring consistency and accuracy.
- Administer Cognitive Ability Tests and NGRT tests for new Year 7 students.
- Provide 4Matrix analysis for KS4 • Provide data analysis as required by the Leadership Team and for the governing body.
- Attend data forums and workshops in order to keep track of changing requirements and to develop the schools Assessment, Recording and Reporting Systems.
- Undertake research and obtain up-to-date information to inform HODs and SLT. Statutory Student Census
- Complete the School Census for three times per year GDPR & Data Protection
- Liaise with the Data Protection Officer, Judicium, for recording and responding to all subject access requests (SAR), Freedom of Information requests (FOI) and other legal requirements.
- Be the central point of contact for gathering information and responding to requestor for SAR and FOI requests.
- Keep SAR and FOI logs up to date.
- Ensure staff are provided links to Judicium GDPR training each year.

### **Timetable Administration**

- Provide administrative and technical support to the DHT Curriculum in checking and constructing the school Timetable in Nova, including the alternative curriculum and non-class room codes.
- Day-to-day responsibility for timetable changes and the efficient maintenance of Nova, liaising with the DHT, HoD and school staff as appropriate.

### **Other**

Undertake any other duties or training as required by your line manager (or her/his representative) commensurate with the general level of responsibilities of the post Provide staff updates and training on SIMs/Nova/Options/4Matrix.

### **Personal Spec**

#### Qualifications & Experience

- Educated to A Level (or equivalent) or relevant vocational experience
- Experience in working with school information management systems (SIMS or equivalent MIS)
- Experience in producing data analysis (particularly in Education) Skills, Knowledge & Attributes
- Excellent analytical skills
- Excellent knowledge of analysis software and ICT packages, including Microsoft Excel to an advanced level
- Excellent communication skills, in particular the ability to communicate data and analysis to colleagues including those from non-technical backgrounds
- Ability to organise, plan and prioritise own workload
- Ability to work to deadlines
- Ability to research and stay up to date with all school performance measures



- Keen eye for detail and accuracy with data
- Knowledge of statutory data reporting requirements such as School Census

#### Personal Qualities

- Problem Solving
- Adaptable
- Friendly and patient manner
- Calm under pressure
- Honest and reliable
- Strong interpersonal skills
- Commitment to safeguarding, confidentiality and data protection

*This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.*



## How to Apply

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email **Caroline Sharp, Human Resources**, on [csharp@bwsmat.org](mailto:csharp@bwsmat.org). Please also contact her if you wish to have a conversation with the Headteacher, Simon Hardwick before applying.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 8 Letter of Application, please tell us
  - Why you are applying for this post
  - How your experience, skills, training and/or qualifications equip you for the role.

Send your completed application form by email (if downloaded from our website) or through the post to:

Mrs Caroline Sharp  
Human Resources  
Bullers Wood School  
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ  
[csharp@bwsmat.org](mailto:csharp@bwsmat.org)

Please send your completed application asap.



## Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

## Pre-employment Checks

Bullers Wood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

## Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.



## **Bullers Wood School for Girls and Sixth Form**

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