

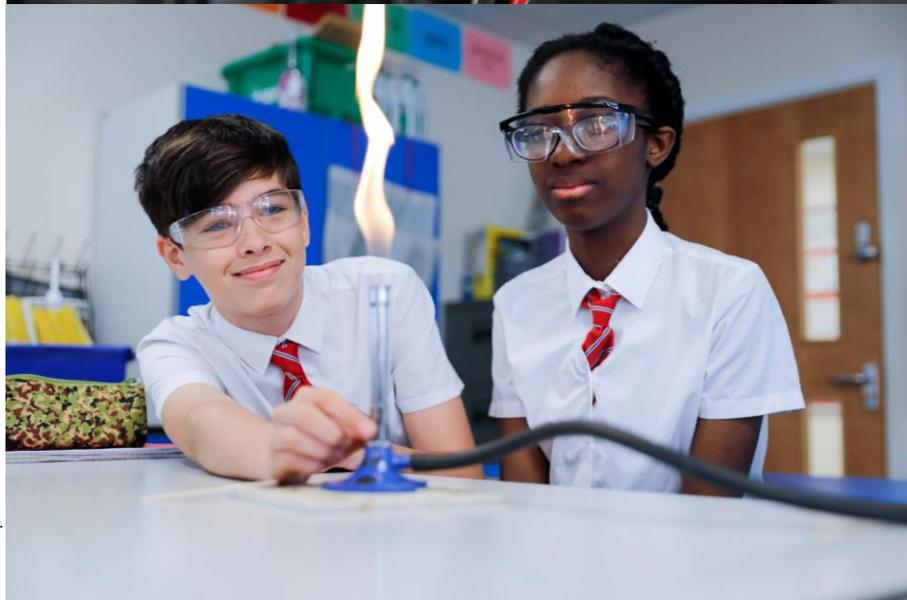
Robert Clack School of Science

Executive Headteacher : Mr R.V.A. Taylor B.Sc., (Econ) (Hons)



RECRUITMENT PACK

DATA MANAGER



Tel: 020 8270 4200

Website: www.robertclack.co.uk

Email: office@robertclack.co.uk

Recruitment queries: eselson@robertclack.co.uk

Welcome to Robert Clack School

As a former pupil and member of staff for the past 20 years, Robert Clack School and our pupils mean a great deal to me. I believe that Robert Clack is a very special place; we have a strong sense of community and strive for excellence in all that we do.

We are committed to delivering a broad and balanced education, one which appreciates the importance of academic qualifications, but one which also recognises the value of vocational qualifications and the extra-curricular of sport, drama, music, the arts and debate.

Our ethos permeates every aspect of life at Robert Clack School and cultivates the values of mutual respect, compassion, discipline, high expectations and aspirations and hard work. By embracing these values, we believe that our pupils will be able to fulfil their ambitions in life, whatever they may be.

I am delighted that you are interested in pursuing a career at Robert Clack School. Please find enclosed information relevant to the role you may wish to apply for.

Good luck and best wishes.

Russell Taylor
Executive Headteacher



The Recruitment and Application Process

To view the job description, person specification and to download an Application Form please follow this link to the School website: <https://www.robertclack.co.uk/znon-teaching-vacancies>

Please submit completed applications by e-mail to: eselson@robertclack.co.uk on online via the advert for the post on the TES website.

Please note that CVs will only be accepted if accompanied by an Application Form.

If you have any queries about the application process, you are welcome to contact the School's HR Manager, Emma Selvon on the above email address.

Safeguarding and Promoting the Welfare of Children and Young People Note:

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.

Key dates:

Closing date for receipt of applications: 8am on Monday 2 September 2024.

Interviews to be held: To be confirmed, during September 2024.

Commencement date in post for successful candidate: As soon as possible.

Advertisement

DATA MANAGER

SALARY: Scale PO1 (exact salary - £38,364 - £40,83 per annum)

APPOINTMENT: 35 hours per week, Monday to Friday, full-time (52 weeks per year)

HOURS OF WORK: Either 7.00am - 3.00pm or 8.00am - 4.00pm (1 hour unpaid lunch break)

Due to the ongoing expansion of the School, we require a second Data Manager to join our busy administration team. You will mainly be based at one of the School's three sites. However, when required you will also be expected to provide data management support at any of the three sites.

You will be responsible for liaising with the Senior Leadership Team and the other Data Manager to jointly oversee whole school management of secure pupil data, assessment and analysis to facilitate the progress and attainment of pupils. Your role will also include; supporting the management of the timetabling process, managing the timetable throughout the academic year and assisting with the management of cover on a daily basis.

You will be required to have the following skills and experience:

- Proven administration and data management/analysis experience, preferably within a busy medium to large organisation.
- Experience of working with a school management information system or proven transferrable skills.
- Detailed knowledge and understanding of a management information system (MIS).
- Excellent ICT skills including a high proficiency in the use of Microsoft Office and the manipulation of data.
- Excellent levels of literacy and numeracy;
- High standard of effective verbal & written communication skills when dealing with colleagues, pupils, parents and visitors;
- Experience of carrying out a high volume of data entry tasks with high levels of accuracy;
- Excellent time management and organisational skills along with the ability to prioritise effectively and meet deadlines;
- Able to work effectively and professionally as part of a team;
- Able to follow instructions and adhere to all school policies;
- Ability to work on own initiative and calmly under pressure;
- Ability to juggle a busy varied workload and respond flexibly to changing priorities;
- Organised and able to work methodically, with meticulous attention to detail.
- Ability to work successfully in a busy and pressurised environment.

Job Description



Job Title:	Data Manager
Working Hours:	Full-time, 35 hours per week, (52 weeks per year)
Department:	Administration
School:	Robert Clack School Although you may be based on one school site, your role is not site specific.
Reports to:	Head of School (Site)
Jointly responsible for:	Data Administration Assistant/s
Number of Posts Supervised/Managed:	N/A

1. Purpose of the Job:

- In liaison with the Senior Leadership Team (SLT) and through collaborative working with the other School Data Manager to be responsible for the whole school management of secure pupil data, assessment and analysis for specific assigned Key Stages or Year Groups in order to facilitate the progress and attainment of pupils.
- To ensure that all information is accurate and that GDPR guidelines are followed in relation to data protection.

2. Main Activities

- Jointly responsible for the line management of Data Administration Assistant/s in collaboration with the other School Data Manager.
- Work collaboratively with the Assistant School Business Manager and other Data Manager to maintain all areas of data input, output and integrity within the Management Information System (MIS). This will include attendance, reporting, Census returns, admissions/leavers, exclusions, timetabling, pupil details, recording pupils' special needs (co-ordinating with the relevant members of staff), staff details such as training and performance management records, supporting the exams office in importing examination data and maintaining the assessment system.
- Using established procedures to work with the Head of Schools to collect assessment data from individual teaching staff in order to ensure that pupil information is gathered and entered in to the relevant MIS.

- Maintain the assessment records of pupils' progress (including prior attainment, targets, progress & attainment), ensuring that all information held is accurate and reliable, and highlighting poor assessment matters to the SLT.
- Work with the Head of Schools to provide reports regarding assessment information as requested for the DfE, LA, Governing Body, Headteacher, SLT, staff, pupils and parents, ensuring the provision of accurate and appropriate information to relevant parties.
- Provide assessment and target information for pupils and staff across the school sites whilst ensuring that this information is updated termly in accordance with the target setting policy.
- Assist with the school's annual pupil reporting procedures; to enable pupils to receive regular and timely academic feedback.
- Work with the administration team to ensure effective and accurate databases, including personal records for pupils, using the MIS in order to ensure that the information is up-to-date and fit for purpose.
- Assist the Senior Examinations Officer/Examinations Officer when necessary to meet the needs of relevant teams and staff in the school.
- Following all external and internal examinations, carry out data analysis and reports to ensure that the analysis tools available are accurate and user friendly for staff.
- Design report templates that reflect the school's priorities to ensure that all stakeholders are communicated with effectively regarding academic progress and other key information.
- Support the management of the option choices; liaise with parents/Assistant Headteachers. Assist with block creation and student allocations. Provide analysis of option choices to Head of School (site).
- In collaboration with the other Data Manager, to support the management of the timetabling process. Work with the Head of School (site) in the creation of the timetable for the new academic year by updating current staff, liaising with CCs for room requirements, class names, etc, error checking, importing into SIMS and printing.
- In collaboration with the other Data Manager, to manage the timetable throughout the year by making requested changes and updating the School's MIS (Bromcom).
- In collaboration with the other Data Manager, to assist with the management of cover on a daily basis; receive messages/calls from absent staff; add to the School's MIS (Bromcom); arrange cover for relevant classes; update Head of School (site) with of summary of absences. Arrange cover as needed during the school day.
- In collaboration with the other Data Manager, to support the Head of School (site) with the cover requirements for school trips and staff training.

3. Statutory Requirements:

This post carries a requirement to have an enhanced Disclosure and Barring (DBS) check for Children.

4. General Accountabilities and Responsibilities:

- Promote the development of a high-quality individual need led service, to comply at all times with the School's and Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Undertakes a proactive, committed approach towards the School and Council's Best Value ethos.

- Ensure compliance with and actively promote the School and Council's Equalities and Diversity policies and strategies.
- Ensure compliance with and actively promote Health and Safety at work legislation, Council and Departmental H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the Council and School as relevant to your post.
- Comply with the Data Protection Act 1998 and General Data Protection Regulations (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

Person Specification

Post Title:	Data Manager	Grade:	PO1
--------------------	--------------	---------------	-----

Attributes	Criteria	Assessment Method	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Proven administration and data management/ analysis experience, preferably within a busy medium to large organization. • Experience of the use of Microsoft Word, Excel, Outlook (emails) etc. • Experience of working with a school management information system or proven transferrable skills. • Experience of carrying out a high volume of data entry and manipulation tasks with high levels of accuracy. • Experience of working on own initiative and with minimal supervision. • Experience of working in a school or similar environment. 	Application form, interview and task at interview	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	X
Education, Training & Qualification	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills. • Good general standard of education, including a GCSE pass in Maths and English. • Degree or qualification relating to statistics, Maths or Data Analysis 	Application form and task at interview	<p>X</p> <p>X</p>	X

	<ul style="list-style-type: none"> • Ability to work under pressure. • Ability to adhere to all school policies. • Awareness and knowledge of confidentiality and ability to maintain confidentiality with regards to all school matters. • Ability to juggle a busy and varied workload and to respond flexibly to changing priorities. • To be a logical problem solver and to be able to reflect upon one's own practice. 		<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Any additional factors	<ul style="list-style-type: none"> • A commitment to personal professional development. • A flexible approach to working times, in line with School requirements. 	Application form and interview	<p>X</p> <p>X</p>	

Safeguarding and Promoting the Welfare of Children and Young People

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.