

September 2021

Dear Colleague

Thank you for your interest in joining us at Myton School.

I am delighted that you have requested further information about this vacancy and hope that you will be sufficiently inspired to submit an application.

We warmly welcome informal enquiries to the Head of Department, or via our HR Team. The Deputy Heads, Simon Jones and Jenny Menezes, would also be very happy to talk to you about the culture and ethos at Myton and our plans and aspirations for the future.

We are immensely proud of our school and our place in the local community and can assure you of a warm welcome if you do come to join our staff in the near future.

Yours sincerely



Andy Perry  
Head Teacher



## INFORMATION FOR APPLICANTS

### Data and Processes Manager

**Closing date: 9.00am on 29 September 2021**

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The following guidance is to help you to provide the necessary information we need to give your application appropriate consideration and also give you an insight into how your application will be handled.

#### Covering Letter

Please attach a covering letter to explain the reason for your application and outlining your suitability for the role. This will assist those who are short-listing the applications and enable them to assess quite quickly how closely your application meets the criteria for the post (i.e. the person specification).

#### Application Form

A Myton School Application Form must be completed for you to be considered for the role. Please complete the online application form which you can access from [our website](#). Alternatively you can request an application in Word format, or paper copy by emailing [vacancies@myton.co.uk](mailto:vacancies@myton.co.uk) and making this request. You can include a CV as additional information if you wish. If you need to include more information on any section please attach a continuation sheet to your application form.

#### Employment History

Please provide a FULL history of your current and previous employment and record any gaps in employment with details of your activities during these periods.

#### Returning Your Application

Completed applications and any supporting information should be received by the advertised closing date. NB: This is usually by 9.00am unless stated otherwise.

**Online applications** via the school website ([www.mytonschool.co.uk](http://www.mytonschool.co.uk)) are preferred and should be submitted by the closing date.

- **E-mailed applications** should be sent to [vacancies@myton.co.uk](mailto:vacancies@myton.co.uk)
- **Postal applications** please address as **“Job Application for the post of ...”** to identify it more easily from the general post. *Please ensure correct postage (e.g. Large Letter) is used as Royal Mail will withhold all insufficiently stamped mail until a fee is paid by the school which could mean missing the closing date.*

#### References

Please contact your referees in advance and give them permission to provide a reference to us should we need to do so to abide by current Data Protection regulations.

Please provide details of two appropriate referees including your most recent employer and, if applicable, a reference from any previous educational employment you have had. We do not normally accept references from relatives, friends, work colleagues etc. or open references i.e. not written in relation to the specific post for which you are applying.

If your application is short-listed, references will be taken up before interview. This is to enable the panel to be aware of any information they may need to discuss with you at interview. If you don't want your referees to be contacted before interview, if your application is short-listed, please indicate this clearly on the application form.

### **Criminal Record Declaration**

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions, bind-overs, and warnings, including those otherwise regarded as “spent”, must be declared. However, certain convictions and cautions are considered ‘protected’ meaning they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Should you have any record to declare, please provide details on the Declaration form and bring this with you if you are invited to interview in an envelope marked *Confidential* *FAO HR Manager*.

### **Short-listing**

Short-listing normally takes place immediately after the closing date. The information you provide on the application form will be scrutinised and assessed against the criteria in the person specification, and the stated job requirements. This process will be carried out by more than one person to ensure objectivity.

### **Contacting You**

We do endeavour to contact all applicants regarding the outcome of their application as a matter of courtesy. You should expect to receive a communication from us within two weeks of the closing date, although on occasions it may take longer than this (for example, if we need to involve a number of people in the short-listing process or over school holiday periods).

### **Attending Interview**

If you are invited for interview you will be asked to bring certain documents with you including proof of identity (preferably photo-ID), a DBS Disclosure if you have one and any relevant qualifications. We may also conduct remote interviews via a video link where appropriate.

### **Enquiries**

If you have any queries regarding your application or the information sent to you, or to confirm that your application has been received, please contact [vacancies@myton.co.uk](mailto:vacancies@myton.co.uk) or 01926 493805 ext 209/237. Please use email only during school holiday periods.

Thank you for your interest and we look forward to receiving your application by the closing date.

Kind regards

Lisa Taylor  
HR Manager

## PERSON SPECIFICATION

### DATA AND PROCESSES MANAGER

\*A = Application I = Interview

#### Knowledge and Experience

	Essential	Desirable	How Assessed *
• Minimum of 5 GCSE passes (or equivalent) including English and Maths	E		A
• Degree (or ability to demonstrate equivalent level of knowledge and/or skills relative to job role)		D	A
• An ICT qualification (relating to data)		D	A
• Experience of data entry, manipulation and analysis		D	A
• Knowledge of SIMS.net Managements Information System	E		A/I
• Experience of MS Office products (Word, Excel, PowerPoint etc.)	E		A
• Substantial knowledge and understanding of the statutory requirements in relation to data protection	E		A/I
• Considerable knowledge of ICT and data systems/databases	E		A/I
• Experience of working in a school environment		D	A

#### Skills and Abilities

• Word processing skills to a good standard	E		A/I
• Excel skills to a high standard for data manipulation and analysis	E		A/I
• Excellent analytical and numeracy skills with the ability to analyse and present statistical information with confidence	E		A/I
• Able to use IT effectively to present data in a format that is meaningful to others	E		I
• Accurate with a meticulous attention to detail	E		I
• Able to work unsupervised and work on own initiative	E		I
• Able to prioritise workload and multiple demands, of the data team, to meet deadlines and respond to data requests	E		I
• Able to work successfully under pressure	E		I
• Able to see tasks through to a successful conclusion	E		I
• Able to establish and maintain good relations with data providers	E		A/I
• Good communication and interpersonal skills with the ability to liaise effectively with all staff	E		A/I
• Good organisational and administration skills	E		A/I
• Common sense approach to problem solving	E		I
• Able to direct and support team member(s) positively and effectively	E		I
• Experience of developing data and reporting systems	E		I
• Experience of managing staff, setting objectives and performance management		D	I

#### Personal Attributes

• Suitable to work with children and safeguard their welfare	E		A/I
• To be motivational, approachable, enthusiastic and sympathetic in understanding the needs of students	E		A/I
• Calm and patient under pressure	E		A/I
• Confident, persuasive and appropriately assertive when necessary	E		A/I
• Patient, caring, supportive and understanding of the needs of others	E		A/I

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|---|---|-----|
| • A flexible approach to daily work schedules and willingness to show flexibility in the role | E | A/I |
| • Willingness and a positive approach to personal development and training                    | E | A/I |
| • Be willing to accept and adapt to changes in the role to meet the needs of the school       | E | A/I |

## **JOB DESCRIPTION**

### **DATA AND PROCESSES MANAGER**

**POST TITLE:** DATA AND PROCESSES MANAGER  
**REPORTING TO:** ASSISTANT HEAD (DATA & ASSESSMENT)

#### **1. Job Summary / scope / purpose**

- Ensure efficient use of the School Information Management System (MIS) for staff;
- Ensure the coherent collation, recording, reporting and analysis of student performance data and evolve more efficient ways to organise, record and analyse data with attention to GDPR compliance and confidentiality;
- Work in collaboration with the IT Manager, Administration Manager and Exams Manager to ensure the coherent and accurate collation, recording, reporting and analysis of student data.

#### **2. Key Responsibilities**

- Generate mark sheets on Assessment Manager and amend them according to departmental and other needs and requests;
- Monitor and advise on the use of electronic packages that use SIMS to ensure accuracy of data and use, e.g. Satchel:One, including keeping abreast of new electronic initiatives that may be of benefit to the school, e.g. New SIMS Modules;
- Produce student reports as required using data in a timely manner in liaison with the Assistant Head Teacher (Data & Assessment);
- Liaise with Leadership Team, disadvantaged lead and Senco in assisting with the monitoring of student interventions for impact and cost;
- Raise awareness with the Assistant Head Teacher (Data & Assessment) of any potential issues/clashes with data deadlines;
- Assist the Senior Leadership Team to develop appropriate student targets, e.g. use of FFT;
- Work closely with staff to provide support and best practice using MIS across the school. Ensure reports and data are efficient, effective and fit for purpose;
- Work closely with the Senior Leadership Team, heads of department and heads of year to provide supporting data for efficient student intervention programmes. Monitor and track progress;
- Provide line management and prioritise the workload and direction of the SIMS Officer;
- Plan, manage and communicate the school data processes, be conversant with deadline dates, and take responsibility for ensuring data requests are delivered on time;
- Provide support, training and coaching to staff in using data and the MIS system (e.g SIMS);
- Maintain the accuracy of information on courses in course manager;
- Represent the school at SIMS User group meetings and communicating any actions and signposting information to other staff as appropriate;
- Liaise with staff, students, parents, Warwickshire Local Authority, schools and outside Agencies to obtain or provide information;
- Work with the exams officer regarding examination data held within SIMs mark sheets, course manager and assessment manager;
- Work with Heads PA and Administration Manager to support the admissions process;

- Provide statutory data for external bodies including the DfE and local authority ensuring it is accurate and submitted on time e.g. student census process;
- Support any other data management requests as required.

### 3. Responsibility for Staff

The post holder provides direct line management for the SIMS Data Officer.

### 4. Level of Supervision

The post holder will report to the Assistant Head (Data & Assessment)

### 5. Summary of main terms and conditions

The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment for Support Staff.

Grade	Grade G (scale points 23-25) on the NJC pay spine for Support Staff.
Salary	The full-time equivalent salary range is £27,741 - £29,577 per annum (pro-rata) The actual salary, based on the hours per week and working weeks plus holiday entitlement per annum, is within the range £25,356 - £27,034 per annum.
Starting Salary	The actual salary is calculated based on the hours per week, the working weeks per annum including a pro-rata holiday entitlement per annum.  The starting salary will normally be at the minimum of the salary scale, unless incremental points are awarded for skills and experience. Thereafter, progression will be by annual increments, subject to satisfactory performance.
Hours	The appointment is for 37 hours a week over 5 days per week during the specified working weeks.  Hours of work (start and finish times) will be as agreed with the line manager including an unpaid lunch break of at least 20 minutes.  Due to the nature of the role some flexibility in working hours may be required to respond to the needs of the school.
Working Weeks	41 working weeks per annum including term-time (38 weeks a year) plus an additional five Staff Training days a year plus an additional 2 weeks mostly worked over the summer school holidays and covering the exams results period.  Staff are generally not expected to request time off for holidays etc during term-time unless in exceptional circumstances.
Probationary period	New appointments are subject to successful completion of a six month probationary period (or 1½ terms).
Supervision of students (Duties)	As part of your responsibilities you may be included on the supervision rota for lunchtime supervision and break-time duty as part of your contractual working hours.
Notice period	A minimum of 12 weeks notice, in writing.

The job description outlines in general terms the main responsibilities of the role, which the post-holder will be expected to undertake. It does not list all the tasks and duties of the post-holder or specify the particular amount of time to be spent on carrying them out and no part of it may be so construed.

The responsibilities described may vary or be amended from time to time without changing the overall level of responsibility associated with the post.

The job description may be reviewed and amended from time to time by the School in consultation with the post-holder, to reflect or anticipate changes in the job commensurate with the grade and job role.

## **CONDITIONS OF SERVICE FOR SENIOR SUPPORT STAFF (Grade G and above)**

### **Summary for Applicants**

The terms and conditions of employment are stated in full in the contract of employment. A summary of the main terms and conditions is outlined below. Applicants can request details on any terms and conditions not specified below from the HR Department.

#### **Working Hours**

Your normal working week will be as specified in the job description. The standard working week for full-time employees is 37 hours a week. Senior staff are expected to work additional hours as required in accordance with the needs of the business. The job description will specify whether your post is for work during term-time only, whether you are required to work during school holidays and Training Days whether you are required to work regular or occasional additional hours or overtime.

#### **Salary and increments**

The salary is normally based on an incremental scale. Subject to satisfactory service and at least six months' service in the grade, an increment is payable on 1st April each year until the maximum of the grade is reached subject to satisfactory performance.

For term-time employees, the annual salary is calculated on the number of weeks worked plus statutory annual leave and a pro-rata holiday entitlement for additional holiday above the statutory minimum. This is paid in equal monthly instalments throughout the year or for the duration of the contract.

The salary in the first year of employment will reflect the working weeks remaining in that leave year and therefore may be different to salary paid thereafter. Further details will be outlined in any offer of employment.

#### **Probation Period**

This appointment is subject to a 1½ terms or six-month probationary period.

#### **Notice Period**

You are required to give **twelve weeks** notice, in writing, to terminate your employment. The notice period during the probationary period is one week.

#### **Annual Leave**

22 days' annual leave entitlement plus 12 Bank/Additional Holidays, rising to 25 days after 5 years' service (salary calculations for leave will be on a pro-rata basis for part-time staff, except for the statutory minimum entitlement).

#### **Pre-employment checks**

**ID Checks:** We will need to see original documentation that verifies your name, any change of name, date of birth, current address and photo ID. This will normally always include a birth or adoption certificate and a passport (if the applicant holds a passport).

**Criminal Record:** All employment within a school requires an Enhanced Disclosure from the Disclosure and Barring Service (previously the Criminal Records Bureau). It is therefore essential that you are willing to complete a Disclosure application if offered the post. The Disclosure will include details of any cautions, reprimands or final warnings, as well as convictions, including otherwise "spent" convictions and other relevant information, such as police enquiries and pending prosecutions. Further information can be found at <https://www.gov.uk/criminal-record-checks-apply-role>.



**Eligibility to Work in the UK:** Under the Asylum and Immigration Act 1996 it is a criminal offence to employ anyone who is not entitled to live and work in the UK. The successful applicant is therefore required to produce one or more documents as specified in the Home Office list of approved documents as proof of his/her eligibility to work in the UK.

<https://www.gov.uk/government/publications/right-to-work-checklist>

**Qualification:** The successful candidate will also be asked to produce original certificates for any qualifications they hold which are relevant to the post to which they are appointed.

**Health:** The successful candidate will be required to complete a confidential medical questionnaire which will be assessed by our Occupational Health provider to ensure that s/he is able to meet the requirements of the role. In some circumstances a medical examination by a registered medical officer may be required.

### **Pension provisions**

If you are over 16 you will automatically join the Local Government Pension Scheme (LGPS) unless your employment is on a casual basis. If you have made, or wish to make, alternative pension arrangements (e.g. the State Earnings Related Pension Scheme or a personal pension from an independent provider) you must apply to 'opt out' of the Local Government Scheme.

### **Continuous service**

Myton School is an Academy Trust and therefore an employee's continuous service starts from the date s/he joins Myton School. The exception would be in the event of a redundancy where the academy recognises the effect of the redundancy payments (continuity of employment in local government, etc.) (modification) order 1999.

## SUPPORT PROGRAMME FOR NEW STAFF

### Staff Welfare

Promoting staff wellbeing is considered highly important at Myton; the school has a very proactive Wellbeing group that is involved in ensuring the welfare of staff through activities such as Well Being events, providing “breads and spreads” in the Staff Room, offering Flu- vaccinations on site and liaising with the senior leadership team on matters such as the school calendar to ensure workload is managed.

There is also a team of trained staff listeners, who can be available at a mutually convenient time, to have non-judgmental and supportive conversations on a one to one basis to support colleagues.

We also subscribe to the Education Support Partnership Employee Assistance Programme providing staff with free information, support and advice, including telephone or face to face counselling.

### Mentors and Buddies

All new staff will be ‘buddied’ with a friendly face in school. This person will be a carefully selected volunteer who will have your interests at heart. They will be a point of contact within your department or area in school and will be able to take you through some of the school systems and procedures on a one-to-one basis. They will also ensure that you are able to access the right training and people to ensure your induction is completed.

### Newly Qualified Teaching Staff (NQTs):

You will have access to professional and dedicated support during your first year of teaching. The School and our approving body (Warwickshire LA) have drawn up a detailed policy outlining your entitlement and have ensured that procedures exist at all levels to provide appropriate and effective support where and when needed.

NQTs will have a Subject Mentor to guide them through the year and provide support wherever needed. Our Professional Mentor will discuss your training needs with you, carry out lesson observations and prepare a statutory online report to the Local Authority at the end of each term. Your Professional Mentor will also work closely with your Subject Mentor to ensure you are receiving the support you require. You will also have regular drop-in/surgery slots for discussion and support with aspects of teaching and learning, for example marking and feedback.

### Training, support and assessment

Your Induction training will include the important basics including Safeguarding and Child Protection, Health and Safety, Data Protection and if appropriate, relevant software. In addition, there is a comprehensive annual programme of Twilight training sessions and all staff are invited to participate in any whole school training activities that they feel are appropriate to their needs.

All staff participate in an annual review process which provides an opportunity for an in-depth discussion with the line manager to agree work objectives and areas for future support as well as appropriate training and development.

The school is committed to providing the best possible professional support for **all newly appointed colleagues** Including regular monitoring, feedback and support.