Godolphin & Latymer

Appointment of

Full time

Data Manager

To start as soon as possible



The Godolphin and Latymer School
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Working at Godolphin and Latymer

Godolphin and Latymer is one of the country's leading independent day schools for girls. Founded in 1905, it has been both a state grammar school and an independent school in its 113 years. Located in Hammersmith, West London, close to the exciting cultural life of the capital, the school is a dynamic and energetic community of 800 girls, together with approximately 150 teaching and support staff. There are approximately 220 girls are in the Sixth Form, studying for both the IB and A levels. Hammersmith itself is very conveniently situated less than 20 minutes from central London, sitting on a beautiful stretch of the River Thames and with plenty to offer, including several fine restaurants and two of London's best theatres.

Godolphin and Latymer is an academically selective school and our girls are bright, enthusiastic and inquisitive. They love learning and are increasingly demonstrating their ability to be creative and critical thinkers, keen to solve problems using their own intellectual resources. Teaching here is a most rewarding experience. Girls are motivated and engaged in their learning. Our harmonious community is socially, culturally and ethnically diverse, indicative of the cosmopolitan world of West London. Our catchment area is relatively wide, encompassing all areas of West London, plus a number of areas further afield from which girls are able to commute easily to Hammersmith because of its excellent transport links. (We are a couple of minutes from both of Hammersmith's tube stations and its bus station.) Relationships between girls and all staff are superb and we place great significance on valuing the individual and expecting the highest of standards in all that we do. The school is governed by principles of mutual respect, tolerance and consideration for others. Girls are very supportive of each other, sensitive and aware of others' needs and proud of their school and its ethos and history. A fine example of this is the extensive support given to our Bursary Fund by all sections of the school community, present and past.

Pastoral care and working collaboratively with parents is fundamental to the success of our girls. We value good communication between all sections of our community and try to be proactive in keeping up to date all who are involved with the school. The school plays a key role in the local area; girls take part in voluntary work schemes with many local businesses and institutions. We run a number of community events including; a public lecture series, the annual arts festival, monthly tea parties for the local elderly, and the weekly Ancient World Breakfast Club.

The school's facilities are excellent and the governors are aware of the need to ensure that such standards are maintained. Our sports facilities include a full-size all-weather hockey pitch and three netball courts, which convert into twelve tennis courts during the summer term, all of which are floodlit, and the Hampton Sports and Fitness Centre (new and purpose-built for September 2015), which contains a four court sports hall, a climbing wall, a dance studio and a fitness suite. Our performing arts centre, the Bishop Centre, housed in the imaginatively converted church of St John the Evangelist, together with the Rudland Music School, is also a recent example of the investment that is crucial to the school's continued development. Teaching and learning resources are plentiful and the use of ICT to facilitate learning is at the forefront of our current strategy. iPads are used by the girls in learning and all teaching staff are given iPads. The school aims to be forward-looking in its approach to teaching and learning and emphasis is placed on pedagogical development amongst all teaching staff.

Extra and super curricular activities play a fundamental part in the education we offer here. All staff play a full part in this aspect of our school's life, with numerous opportunities to lead activities, and to develop interests old and new, in school and on visits both in the UK and abroad. Girls are active participants in this programme, both as leaders and contributors, as well as benefitting from the extensive variety of the provision.

Why work at Godolphin and Latymer?

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and a mutually supportive approach. Expectations of staff are high, but equally, personal workloads are carefully considered by the supportive leadership team. There are plenty of opportunities for further appropriate professional development and a generous inset budget is provided. Support staff and teaching staff are valued equally for their part in the overall success of the school and there is a strong sense of camaraderie and fun!

The governors are keen to ensure that staff remuneration is always competitive and that staff are fairly rewarded for their commitment to the school

Staff turnover is relatively low, indicating a stable staff, yet we also pride ourselves on the welcome and support that we give to new colleagues and we very much value their ideas and contributions. People enjoy working here!

Your professional duties

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

Appraisal

1 Participating in any arrangements that may be made for staff review.

Further training and development

2 Participating in arrangements for your professional development

Child protection, discipline, health and safety

3 Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact

4 Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere

Staff meetings

5 Participating in meetings at the School which relate to whole-school issues.

Job description

The Data Manager is responsible to the Deputy Head (Academic) and they will work closely with the Digital Learning Lead and the Network Manager.

The responsibilities of the role include:

- To ensure the School's Management Information Systems (MIS) are fully functional at all times and to report any failures to the Deputy Head (Academic) and Network Manager;
- To undertake all necessary preparatory provisions of the systems for each academic year to include; the annual roll-up, importing of new users, timetable, class lists, groups etc;
- To review the database for timetable clashes and errors. To undertake all revisions of data, such as timetable changes;
- To undertake housekeeping of the database systems to ensure all data is clean and available to other users;
- To develop and manage the School's MIS systems to meet the needs of the school, for timely and accurate student data and management information;
- To manage the technical aspects of the school's reporting system;
- To create and produce accurate management reports (including SQL, SSRS) and statistics from the systems as required;
- To monitor the completion of data entry stages by all relevant participants, to undertake any necessary amendments of report data and provide pupil tracking data as required;
- To consult and develop custom solutions as necessary for other data management needs, including applicant data, digital mark books and so forth;
- Work with the Examinations Officer to ensure the smooth management of pupil information during examination results period. Assist with examination results days logistics, and as part of the contingency plan, in the absence of the Examinations Officer download the public examination results;
- To support the Registrar in the 11+ entrance examination process, including managing applicant data as requested.
- To be responsible for the management of MySchoolPortal;
- To be involved in the collection and importing of MALS data;
- To be responsible for the management of SurveyMonkey;
- To oversee the management of SchoolPost;
- To be involved with any project where there is integration with any of the databases;
- To work in conjunction with the Network Manager to integrate the databases with other digital platforms;
- To be involved with any updates to software that interacts with the databases;
- To enable new users and any staff undertaking revised roles to receive all required system permissions relating to their academic and activity functions;
- To audit and document the system configuration, to ensure correct allocation of functions and permissions and undertake annual data integrity checks to ensure system accounts match AD accounts. To document the workflow procedures for the yearly use of the MIS system and amend with any revision or changes;
- To assess all new features as they are introduced by iSAMS, along with any relevant existing features that may not currently be in use, and to advise the Deputy Head (Academic) on whether to implement developments in consultation with appropriate stakeholders;
- To maintain a clear understanding of the Data Protection regulations (DPA2018 and GDPR) and the implications that they have for managing and protecting school data and help to ensure that the School complies with all applicable data protection regulations;
- To provide general support to the ICT help programme as required;
- To attend training or participate in independent learning as required, to keep apprised of any changes and upcoming developments to the MIS and other systems;

- To participate in, and attend meetings and training as appropriate, including INSET days;
- To take an active role in own professional development in line with the school's Staff Review programme.

This list of duties and responsibilities is not exhaustive and includes any reasonable additional request which assists the smooth running of the department.

Person specification

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION / QUALIFICATIONS	• Educated to degree level or equivalent		• Application form • Appropriate certificates • References
EXPERIENCE	• Recent experience of working with a school MIS • Experience in a similar role • Experience of working with a wide range of school staff • Experience of working with multiple stakeholders with conflicting demands • Experience of using advanced features of Microsoft Word and Excel to include mail merging, formulae and macros • Experience of custom report writing	• Experience of working with iSAMS • Experience of writing SQL queries and SSRS reports • Experience of Google Drive	• Application form • Interview • References
SKILLS & ABILITIES	• Excellent all-round ICT skills • Analytical skills • Excellent organisational and administrative skills • Excellent verbal, written and listening skills to communicate with users at all levels and of varying technical ability • Able to work with a high level of initiative • Able to work independently • Able to prioritise a wide range of duties and to remain calm whilst under pressure • To have good time management skills • To have a good eye for detail • The ability to communicate effectively, both verbally and in writing		• Application form • Interview • References
PERSONAL QUALITIES	• Commitment to safeguarding and promoting the welfare of pupils • Ability to form and maintain appropriate relationships and personal boundaries with young people • Ability to develop creative approaches to problem solving • Ability to develop one's own skill set to meet the needs of a changing technical environment • Ability to be flexible, resilient, cooperative and confident • Ability to be self-directed, motivated and proactive • To be a team player • To be meticulous in approach to work • To have a positive outlook • To have good interpersonal skills • To be tactful, discreet and confidential • To be committed to achieving all objectives • To have a structured and organised approach to work		• Application form • Interview • References

	● To have a friendly and highly professional approach to all of those in the school community		
KNOWLEDGE / UNDERSTANDING	● Detailed knowledge of iSAMS and its application in schools ● Knowledge / familiarity with data security and data protection		● Application form ● Interview ● References

Salary, hours and benefits

Salary

The salary awarded will depend on experience and qualifications of the successful candidate. The Governors review salaries each year to ensure they remain competitive. Salaries are paid by account transfer on the 25th day of each month, or the previous working day, in twelve equal payments.

Hours

This is a permanent and full time year-round post. The working hours are Monday to Friday 8.00am to 5.00pm during term time and Monday to Friday 8.00am to 4.30pm during school holidays. The post attracts 28 days annual leave (to be taken during school holidays only, with five days being allocated to the School's Christmas closure). Additional hours might be required on occasion to fulfil the needs of the role.

Benefits include:

Staff Fee Remission – staff are eligible for fee remission. The continuance and value of the school fee remission is at the discretion of the Governors.

School Nurse and Doctor on site – the school medical department employs two school nurses and the school doctor is on site for half a day every week.

Enhanced sick and maternity/paternity pay arrangements – the school offers additional support to staff via its sick and family friendly policies.

Membership of the Non-Teaching Staff Pension Scheme with employer's contributions up to 12%. Automatic life assurance cover (4 times annual salary) for members of the pension scheme.

Personal Accident Insurance – staff are covered for permanent disability resulting from an accident, whether at School or elsewhere. Cover is provided for 365 days of the year.

BUPA – membership of BUPA private medical insurance scheme at a reduced rate.

Advance purchase of travel cards with monthly repayments – the School will pay for your travel card (minimum three month card) and collect the repayments, at cost, over the life of the travel card.

Lunches and Refreshments – lunches and refreshments provided in the Staff Room and Staff Dining Room are provided by the School to all members of staff, free of charge.

Fitness Facilities – staff are able to use the fitness facilities in the Hampton Sports and Fitness Centre and the school's outdoor sports facilities.

Staff wellbeing – there is a selection of wellbeing sessions that staff can attend, including acupressure massage, yoga, zumba, rock climbing and kickboxing.

Application

Please read the recruitment pack carefully, including the School's Safeguarding and Recruitment policies. Fully completed application forms must be returned to the Personnel Office at the School by post or by email to recruitment@godolphinandlatymer.com **as soon as possible**. Applications must be made on the school's own application form. Please note that CVs alone will not be accepted.

Applications will be considered on receipt and interviews will take place as soon as possible.

The appointed candidate will commence employment as soon as possible, on the completion of all required pre-appointment checks.

Equal Opportunities

It is the policy of The Godolphin and Latymer School to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender medical condition or disability.

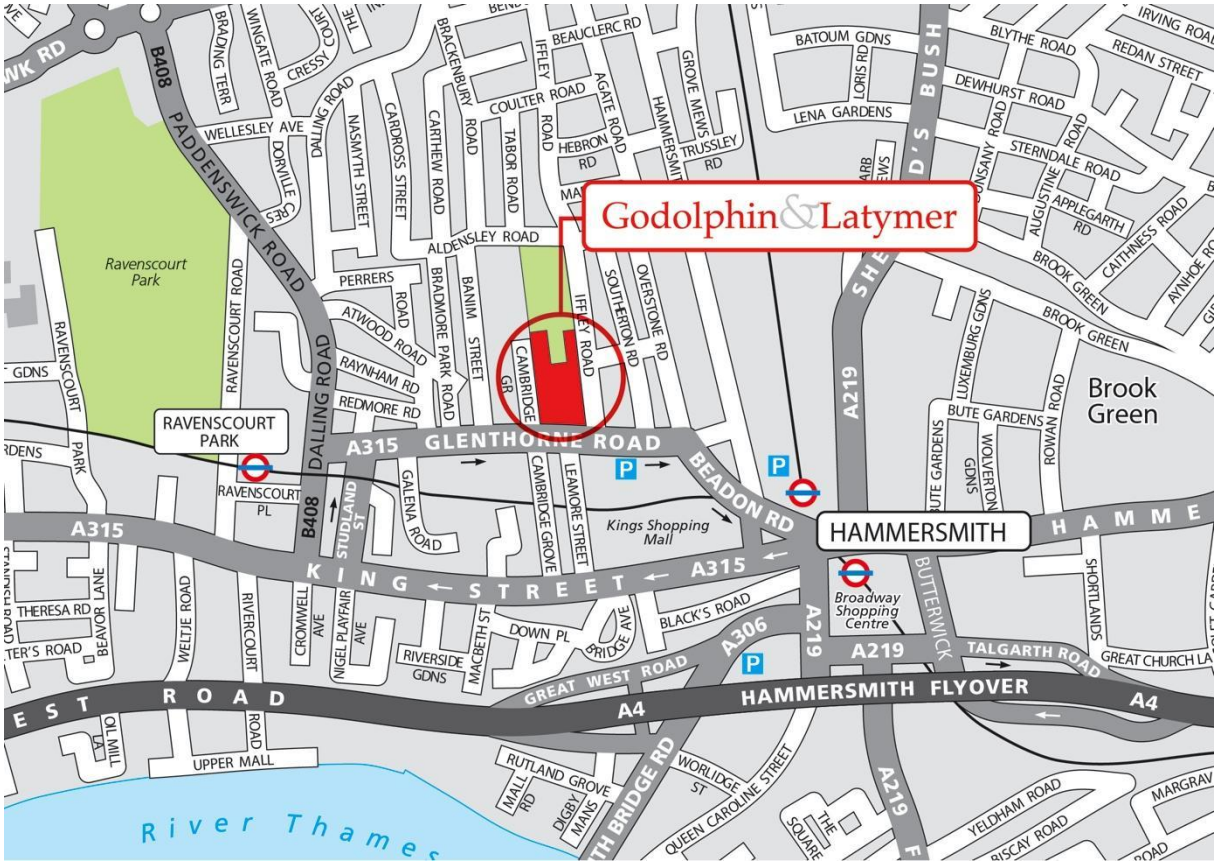
Safeguarding

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those as "spent" must be declared. The successful candidate will be required to complete a Disclosure & Barring Service application. References will be sought on short-listed candidates and we may approach previous employers for information to verify particular experience and qualifications. The successful candidate will also be required to provide original certificates of qualification and undergo a medical examination prior to taking up the post.

Charitable status

The Charity called The Godolphin and Latymer School (charity registration number 312699) is administered by The Godolphin and Latymer School Foundation, a charitable company limited by guarantee (Company number 3598439).

Location



Nearest Underground Stations:
Hammersmith (District, Piccadilly, and Hammersmith & City Lines)
Ravenscourt Park (District Line).

Bus Routes
To Hammersmith Broadway:
9, 10, 27, 33, 72, 190, 209, 211, 220, 266, 283, 295, 391, 419

To Glenthorne Road: 27, 190, 266, 267, 391, H91

By Car
There is a one-way system in Hammersmith.
From Hammersmith Broadway: turn left into King Street, take the second right into Cambridge Grove, turn right into Glenthorne Road and turn left into Iffley Road for the school.

Car Parking
We regret that there is no car parking available in the school grounds, but there is a public car park (entrance in Glenthorne Road) only a few minutes from the school, which is inexpensive. There is also a limited amount of pay and display parking in the surrounding streets.

Please note that the entrance to the school and the staff car park is on Iffley Road.

On Arrival
Please report to Security.


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