

Welcome to Sunbury Manor School

Data & Systems Manager Applicant Information Pack



Commitment | Community | Responsibility | Kindness | Respect



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Message from the Headteacher

Dear potential applicant,

Thank you for your interest in our school and I hope that you find all of the information that you need to continue with your application to join us. We are proud to be a true community comprehensive school. We are driven by the principle that every young person deserves a high-quality education and the opportunity to develop their individuality, opinions and identity in a safe and supportive environment.

We live by our school values of commitment, community, responsibility, kindness and respect, and these values are present in all we do each day. Staff are dedicated to ensuring that students receive excellent pastoral care and personal development through our life skills, citizenship and character education programmes.

Our broad and balanced curriculum ensures that students are equipped for the next stage of their education, while providing the opportunity to develop passion and interest in a wide variety of subjects, both inside and outside of the classroom.

We are ambitious for all our students and I am dedicated to ensuring that we enable every child to achieve their very best. While we face a number of challenges to this mission, I will endeavour to lead the staff and students of Sunbury Manor on this journey to academic success.

I am delighted that you are interested in applying for the post of Data & Systems Manager. You would be joining the team at an exciting stage of its development as we continue to adapt our curriculum and practice in order to give our students the best learning experience.

I hope the information enclosed will encourage you to apply for the post. If you would like any further information, would like to talk about the post in more depth or wish to visit the school before applying, please contact Amanda Cole who will be happy to arrange this. acole@sunburymanor.surrey.sch.uk

Kind regards,



David Lee
Headteacher

Message from Head Students

Sunbury Manor School is a supportive environment that we believe has encouraged all of us to thrive on our own personal pathways. No matter your ambition you will always be pushed to succeed by both our teachers and students. Not only does Sunbury Manor acknowledge an individual's strengths, but recognises and supports when you need more help.

We feel that one of the greatest aspects about Sunbury Manor School is its unique opportunities that it offers all of its students, covering all areas of interest. One of our amazing sporting opportunities that our school offers is the chance to become a Ball Boy or Ball Girl at the Wimbledon Tennis Championships in Year 9 and 10. Other extra-curricular sporting activities that students are encouraged to participate in consist of football, rugby, netball, badminton, cricket, rounders and many more. These can result in outstanding trips to venues like The Oval for cricket, Twickenham Rugby Stadium and the Copper Box. As well as this, our school provides us with the chance to become Sports Captains and Leaders to gain leadership skills. If sport is not your thing, Sunbury Manor provides multiple amazing opportunities such as Youth Speaks, subject trips, an annual drama production, college trips and the chance to apply to become a prefect, senior prefect, House Captain or Head student.

The school's House System encourages a friendly competitive nature around the school, which promotes involvement in a variety of House challenges and competitions. The Student Council provides a strong student voice, which contributes greatly to decision making within the school. These work together to push the school's five core values; commitment, community, kindness, responsibility and respect. Overall, Sunbury Manor School is a safe and inclusive environment, which guides all students to thrive and develop as people throughout their five years.





About Sunbury Manor

COMMITMENT

COMMUNITY

RESPONSIBILITY

KINDNESS

RESPECT

We aim to be an exceptional school at the heart of the community. We create opportunities for our students to thrive, lead and succeed. We expect excellence from all of our students through ambition, aspiration and dedication.

A warm welcome to Sunbury Manor School, a proudly comprehensive, mixed 11-16 Single Academy Trust school with approximately 1100 student on roll, with capacity to grow. We are located on the edge of Surrey and Southwest London. Sunbury Manor is a happy, successful and highly inclusive school.

Students in Key Stage 3 study a full curriculum for three years. Option subjects for Key Stage 4 continue to remain broad and balanced. The fundamental role of our school is to provide a high-quality learning experience and all teachers strive to deliver well planned, challenging and engaging lessons. We are committed to maintaining a strong and cohesive teaching staff of qualified subject specialists in all areas of the curriculum. This allows us to provide a high-quality experience in the classroom for all learners. We believe our students deserve the very best when it comes to their learning, which is why we aim to provide quality training and continued professional development for all our staff. This is essential to ensure that all staff are up to date with their subject knowledge and awareness of an ever-changing educational landscape. We are clear in our mind that students learn best when they can develop a trusting relationship with their teachers and support staff; people they know who have their best interests at heart and can guide them to make improvements by monitoring their progress over time. We believe that homework is an essential tool for helping students to develop their skills and become independent learners; something that is clearly essential when it comes to preparing young people for the wider world of further education and work.

Extra-curricular and leadership opportunities are wide and varied enabling our students to experience different challenges and activities including; debating competitions, board game clubs, Duke of Edinburgh, Wimbledon ball girl/boy trials, home cooking club, trips to Barcelona, WW1 battlefields and many more.

Please take a moment to read our prospectus and newsletter, we hope it gives you a sense of the wonderful opportunities we offer. We also welcome visitors to our school if you would like to take a tour.



Data & Systems Manager

Salary: £27,498 - £38,068 (FTE) | Term-time

(41 weeks per year) | Permanent | Start date: September, 2024

We are seeking an experienced and knowledgeable Data & Systems Manager to join our school. The ideal candidate will have extensive knowledge and experience with data analysis and data management at school level, with a track record of using data and systems to monitor and drive school improvement and pupil progress. They will have advanced skills relating to management systems, such as Arbor, Excel and others. They will also have in-depth knowledge and experience of teaching and learning and the national curriculum in order to use their expertise and data to raise standards in line with national requirements and framework and to write the school timetables.

Key Responsibilities:

- Manage and maintain the school's Management Information System (MIS), particularly Arbor
- Oversee the collection, analysis, and reporting of school data, including student performance, attendance, and assessment data
- Ensure data accuracy and compliance with relevant regulations and guidelines
- Examination results analysis
- Provide training and support to school staff on data management and use of Arbor
- Collaborate with senior leadership to develop and implement data-driven strategies for school improvement

Requirements:

- Proven experience in data management within an educational setting
- Proficiency in using Arbor (School Information Management System) is essential
- Experience in exam management is highly desirable
- Strong analytical skills with attention to detail
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Strong organizational skills and the ability to manage multiple tasks simultaneously

Sunbury Manor School is a mixed, 11-16 Single Academy Trust. We are proudly comprehensive and serve a wide community on the edge of Surrey and Southwest London, that is vibrant and ambitious.

Sunbury Manor has a very clear ethos and you will see it when you visit our school; strong, positive relationships that create an environment where teachers can teach exceptional lessons and students can make exceptional progress.

We offer an excellent Professional Development programme at all stages of your career, we also offer Westfield 24/7 Employee Assistance Programme, Westfield Health Cash Plan, Westfield Rewards (discounts from hundreds of leading retailers, restaurants and destinations), free gym membership at the neighbouring leisure centre and staff laptop.

To apply please use the apply now button and complete the online application form.

Please refer to the online advertisement for confirmation of the job closing and planned interview dates. This vacancy is open to new applications only.

We strongly encourage early applications. Applications will be considered as they are received and we reserve the right to appoint before the closing date.

All applicants must have the right to live and work in the UK.

Sunbury Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Job Description

Data & Systems Manager

Job title:	Data & Systems Manager
Hours:	36 hours per week
Number of Weeks:	Term time + 1-week Training + 2 weeks during the holidays (total 41 weeks)
Contract type:	Permanent
Reporting to:	Designated Senior Leader for Data and Assessments

Main purpose

As the Data Manager, you will be responsible for providing strategic and effective management of all data and reporting systems through the curation and analysis of data across the school. You will oversee the storage of data in our MIS (currently Arbor) and the use and integrity of information within our school.

The ability to design and produce comprehensive reports, analyse complex data, and disseminate data to others, understand school performance statistics and to write the school timetable.

As the Data Manager you will be proficient in the navigation and utilisation of Arbor and demonstrate sound knowledge and experience of analytical resource solutions such as 4 Matrix etc. You will ensure school data systems are compliant with GDPR.

You will provide reports, as requested, for all stakeholders including the DfE, Trust Board, local authority, governing body, the school leadership team and heads of department.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Leadership Team and / or Line Manager:

- Be responsible for data integrity, including attendance, reporting, census returns, admissions/leavers, pupil roll, exclusions, behaviour, student and staff details and assessment results
- Analyse data and provide reports on key school performance metrics to include attendance, behaviour and assessment
- To develop and maintain effective student tracking systems which identify individual students so that intervention strategies and resources can effectively target students at an early stage
- Improve Information Management Systems within the school in order to record and analyse student attainment data
- Import public examination results into Arbor
- Import all internal assessment results into Arbor
- Provide training to staff on school systems and how to optimise their use

With regards to data: -

- Track progress against targets
- Analyse trends

Job Description

Data & Systems Manager

- Identify underachievement (individuals/groups)
- Record intervention
- Report to SLT/Middle Leaders/Staff/Governors/Parents
- Develop/improve reporting to parents
- Benchmark national, local and historical data in order to assess and evaluate current Sunbury Manor outcomes, reporting notable variances promptly
- Write and maintain school timetabling for students and staff, curriculum modelling, options and setting processes
- Make timetable changes throughout the year as required
- Monitor return deadlines for data returns
- Benchmark national, local and historical data in order to assess and evaluate current Sunbury Manor outcomes, reporting notable variances promptly
- Undertake any other duties of a similar level and responsibility that may be required on request of the Headteacher/SLT
- Act as the point of contact for GDPR, FOI and SAR
- Work collaboratively with all areas to ensure timely completion of statutory returns
- Be responsible for providing the DfE with all required data e.g. national tutoring programme data etc.
- Attend school meetings and training as required, taking opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Participate in Appraisal processes
- Work within and promote the school's Equal Opportunity and Equalities Policies
- To undertake other duties, appropriate to the post, as may be required from time to time
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary

Person Specification Data & Systems Manager

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> • A minimum of GCSE (or equivalent) in English and Mathematics – Grade C or above • Proficient and confident use of IT
Experience	<ul style="list-style-type: none"> • Safeguarding young people • Experience of working in a similar role, ideally in a school environment • Evidence of high level of proficiency with Management Information Systems
Skills and knowledge	<ul style="list-style-type: none"> • Excellent data analysis skills, advanced Excel skills and comfortable working with and manipulating large sets of data • Experience of using Power BI • Knowledge of policies, procedures, codes of practice, and awareness of relevant legislation • Knowledge and understanding of secondary accountability measures • Ability to plan and prioritise a range of regular and irregular tasks within specific deadlines • Ability to build and form good relationships with colleagues • Ability to work constructively as part of a team, understanding school roles and responsibilities • Excellent verbal and written communication skills appropriate to the need to communicate effectively with a range of audiences • Good standard of numeracy and literacy skills • Ability to use ICT software packages, equipment and other resources effectively • Ability to absorb and understand a wide range of information
Personal qualities	<ul style="list-style-type: none"> • Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school • Commitment to the school's ethos, aims and its whole community • Commitment to equality • Able to follow direction from line manager • Demonstrates initiative and ability to work when under pressure and prioritise effectively and can work independently when required • Able to work flexibly and respond to unplanned situations • Able to appropriately deal with confidential information and maintain confidentiality at all times • Ability to maintain appropriate professional boundaries • Excellent team work • Adaptable, flexible, creative • Enthusiastic and motivated • Problem solver • Awareness and understanding of data protection & confidentiality • Efficient and meticulous in organisation • Desire to enhance and develop skills and knowledge through CPD • Commitment to the highest standards of child protection and safeguarding • Recognition of the importance of personal responsibility for health and safety

Person Specification Data & Systems Manager

Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

This is a common occurrence and would not justify a reconsideration of the grading of the post.

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____