



# Data Manager

35.5 hours per week | Term-time plus two weeks during the holiday



# Data Manager

Salary: NJC Grade 5 - £23,541 - £27,041

35.5 hours per week, five days per week, the working pattern is negotiable

Actual Working Weeks Salary: £20,198 - £23,201

Term Time plus 2 weeks worked at the end of August in the holidays - Paid for 46.5 weeks

Required: As soon as possible

An exciting opportunity has arisen to join a team of staff at one of the country's leading grammar schools.

We are seeking an Data Manager to join us for a great opportunity in a fast-paced role within a school environment. The ideal candidate will be extremely well organised, resourceful, adaptable, flexible and innovative in demanding and difficult situations. They must demonstrate professionalism, tact, and complete discretion, and have the ability to interact easily and comfortably in any environment, with strong interpersonal skills, and good oral and written communication.

We offer professional support and career development opportunities. We recognise and value continued professional development and as such, training opportunities will be made available to you throughout your career with us.

Please visit the school website for further details and the employment application pack. Potential candidates who wish to informally explore more details about the role or school should contact the Headteacher at [recruitment@wghs.org.uk](mailto:recruitment@wghs.org.uk)

Closing date for applications: 9.00am on 20<sup>th</sup> June 2022

Interview Date: As soon as possible





# Welcome to WGHS

Wolverhampton Girls' High School has a long and established history of providing outstanding education for girls for over 100 years. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. There is no charge or cost related to the admission of a student to the school and we welcome students from within the City of Wolverhampton and beyond.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and support tailored to meeting individual needs leads to confident and well-rounded young women who are well prepared to take on the next stage of their lives. Students are highly motivated to learn and personalised learning lies at the heart of our provision. Students also benefit from exceptional learning facilities.

The school is respected as one of the best state schools in the country, regularly achieving examination results which place it at or near the top of national league tables. This success has also been recognised by Ofsted, with the school achieving four successive "Outstanding" inspections. Indeed, the school was awarded this highest rating in every category in each of the two most recent inspections. In November 2017 we were also awarded the Sunday Times West Midlands Secondary State School of the year award.

Whilst academic achievements are an important part of life at WGHS, students enjoy the wide range of other opportunities. These include participation in the thriving house system, and opportunities in the fields of sport, music and drama. There is a plethora of activities for the students to engage in from leading whole school events; to organising charity fundraising activities; participating in debating competitions and enjoying expeditions abroad.

Our team of dedicated staff ensures that students are well supported to achieve academic success, within a caring community. We have placed pastoral care at the centre of our school community through our "Hub". Pastoral care provided is exceptional, focusing upon student wellbeing and equipping students with the skills and knowledge that will support them to navigate life beyond the school.

The school's motto: *Ludus Supra Praemium* (which translates as "the game before the prize"), emphasises the value of taking part as a member of the school community. Our girls are encouraged to develop skills for lifelong success in terms of understanding themselves as learners and developing as responsible citizens, demonstrating care and respect for all members of the community. As a result, they leave WGHS with fond memories, and equipped as confident and independent minded young women ready to take on the challenges ahead and enjoy success in their chosen fields.

WGHS is a special place to be, with its supportive atmosphere encouraging all students to achieve their best in all aspects of school life

**Mrs Trudi Young**  
Headteacher



# Ludus Supra Praemium

*“the game before the prize”*

We value highly the experiences students gain both in and out of the classroom. The House System offers wide variety of opportunities for students deliver softer skills including events such as the annual House Arts, House Winter Games and Sports Day events.

Our staff offer a range of extra-curricular opportunities in school and a variety of opportunities for students to travel abroad. This has included expeditions to Iceland, Russia, Nepal and China!





# Our Students

All, of our students, are high achieving and almost all go on to study university courses with girls accessing some of the most competitive courses at the most sought-after institutions.

Examination results are exceptional, year after year.

Fewer students than the national average are eligible for the Pupil Premium (Years 7 to 11) (103). We currently have no students eligible for Catch Up Funding and we have one, Looked After Child.

We have 27 students on SEN support code (K).

The proportion of students from ethnic minority groups is 70% with Indian students making up 37% and 19% who speak English as an Additional Language.

There is a very strong community ethos across the school with the House system at its heart. Students compete enthusiastically in a range of different competitions. These events, together with academic and pastoral mentoring across the year groups, ensure that students actively support each other from Years 7-13. Students seize leadership opportunities, running many clubs at lunchtime and leading a variety of fundraising activities.

All of our girls want to and are encouraged to achieve their personal best. They support each other in and beyond the classroom to strive for excellence and subsequently achieve great success in all areas.



# Our Staff

We have 106 staff; 62 teachers of whom 27 are part-time; and 44 support staff. There are 16 Curriculum Leaders and 4 House Leaders. The Senior Leadership Team is comprised of the Headteacher, 2 Deputy Headteachers, 1 Senior Assistant Headteacher and 1 Assistant Headteacher.

There is a strong sense of support and community amongst the staff.

Staff are actively encouraged to inform the planning of future whole school priorities. In addition, staff make valuable and active contributions to several school-working groups.

All staff receive an annual appraisal with a mid-year review, alongside ongoing professional development. Career development is an expectation for all, and we provide support within school to help colleagues to develop. There are opportunities to lead whole school training sessions and to share expertise across and within departments.

We are very fortunate to be supported by a team of dedicated and high-quality support staff who support the school in a variety of ways. These include administration, finance, learning support, data and examinations and site.

Students and parents have high expectations of the staff as a result of their thirst for learning and ambition. This makes our focused learning environment a very rewarding one of which to become apart.

# Our Facilities

The school is steeped in traditions from over its 100-year history, but we are forward looking and aiming for continuous improvement. We have recently benefited from an £8million BSF investment updating facilities across the school and extending our facilities to include new science laboratories, new art rooms, new lecture theatre and a £2.3 million ESFA investment for new sixth form social and study facilities. All Sixth Form students are issued with a one-to-one device to support their learning.

Work has commenced on an additional ESFA, £3.4 million funded project. This will include provision of four new science laboratories and refurbishment of two others.

# Job Description

## Data Manager

**Reporting to:** Deputy Headteacher

**Working Hours:** Term Time plus two weeks worked during the holiday

Working hours are negotiable and can be agreed with the successful candidate

### **Purpose and Responsibilities:**

To update and monitor the school's data systems, ensuring all data is current and accurate and available to all staff

To manage the school data system

To provide assessment data for staff, students and parents

To check and oversee admissions data

### **Responsibilities and Accountabilities:**

#### **Student Data:**

Update the school system with new admissions records and leavers information in line with GDPR.

Maintain up-to-date records of free school meal entitlement. Liaise with the LA and record and share outcomes with staff and parents.

Maintain up to date SEN and LAC records.

Download DfE Pupil Premium list and cross-check our system so that funding is allocated to the correct students. Update SIMS and inform parents of eligibility and what they are entitled to financially.

Log student consent data on the school records system.

Use the SchoolComms software to set up user accounts and send out messages.

Use the Parent Lite App to allow parents to electronically send the school.

#### **Student Assessment:**

Work with the relevant member of SLT to prepare reports

Produce mark lists and analysis as and when required.

Enter pupil assessment data.

Keep pupil assessment records accurate and up-to-date. Follow up on queries raised by staff.

Set up aspects and reports as required by the designated member of the SLT.

Upload data into SISRA



# Job Description

## Data Manager

### Attendance:

Set up and edit each new academic year in SIMS.  
Set up exceptional attendance codes in Lesson Monitor for School Closures either planned or not.

### Year 7 Admissions:

Support the Communications, Marketing and Outreach Manager with the data aspects of admissions into Year 7.

#### a) Sharing data with third parties

Support the CMO Manager and:  
Collate data for applications, identifying duplicates/errors  
Issue data to exam board in their required format  
Cross check late applications with previous applicants and other schools in consortium  
Support the CMO Manager by matching the preference list to candidate ranking and identify unmatched candidates

#### b) Supporting the operational management of examinations

Liaise with external provider over SEND pupils' arrangements  
Support the Data and Exams Officer with the operational management of testing on the day and in the lead up to it.  
Check results issued by the exam board and rank the candidates based on admission criteria  
Prepare results for distribution to parents

#### c) Managing the waiting list

Oversee the Applicaa system to manage the post offer data collection  
Confirm acceptances / declines  
Working with the LA, provide, maintain and issue offers from ranked waiting list, including any late applicants

#### d) Appeals

Provide data for appeals cases to the Headteacher on individual appeals  
Prepare appeal paperwork for the Headteacher



# Job Description

## Data Manager

### **In Year Admissions:**

Monitor the number on roll and arrange testing in line with the school's Admissions Arrangements.  
Establish and maintain the School's waiting list for places for other year groups.

### **Parents' Evenings:**

Produce letters to parents, name labels, seating plans, notices, etc. for each Parents' Evening.  
Set up the online system and sync with SIMS liaising with staff in advance of the event and producing reports thereafter.  
Produce parent questionnaires prior to the evening. Analyse and present questionnaire feedback.

### **Timetable:**

Provide staff with access to class and form lists and maintain numbers on roll.  
Maintain the Pastoral Structure of registration groups throughout the year.  
Enter student options choices and produce related reports.  
Edit the timetable during the course of the academic year.

### **Rewards and Sanctions:**

Collate, record and analyse data re Merits, Excellents and Order Marks for House Awards.  
Enter sanctions onto SIMS and produce letters and report associated with these.

### **Census:**

To complete the School Workforce Census  
Maintain student data throughout the year. Admit new students and import atf/ctf files to collect data from previous schools and UPNs/ULNs required for matching student records and performance scores.  
Run the Census for each term. Make sure data is clean and has no errors prior to submission to DfE.  
Provide various reports for the Headteacher's authorisation and then submit the Census to the DfE.  
Ensure all Post 16 students have a full programme of study.



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## Data Manager

### General:

Word processing and photocopying as required

The many and varied tasks involved in the administration of the School require a team effort with a flexible approach and a willingness to co-operate with other members of the staff.

The Support Staff Team members have a key function of providing the interface between the School, the public and the parents.

A high priority is to be given to standard of presentation of all written communications, booklets and information sheets.

### Strategic Planning:

To take the lead for all aspects of SIMS including the development of underused features and creation of more effective processes and procedures.

To liaise with the Local Authority to support the school's operations and keep abreast of new developments.

To maintain up to date knowledge of national developments and ensure that relevant actions are brought to the attention of Senior Leaders where appropriate.

To ensure all SIMS upgrades are installed within school.

### Supporting Colleagues:

To provide basic training and support for colleagues to ensure optimum use of SIMS.



# Job Description

## Data Manager

### Allocation of tasks:

Allocate tasks to the Data Assistant and oversee the completion of these.  
Line manage the Data Assistant.  
Provide training and support to the Data Assistant.

### Other:

Any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Equality Act.

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

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the post and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, following consultation, may be changed to reflect or anticipate changes in the post which are commensurate with the salary and job title.



# Person Specification – Data Manager

Area	Essential	Desirable
<b>Qualifications and Experience</b>	<p>Qualified to A level.            Extended experience in one post.            Evidence of employment in a position of responsibility.            Accurate and efficient data entry skills.            Excellent Knowledge of and ability to use a range of ICT Microsoft packages, e-mail and the internet.            Able to work independently and to use own initiative.            Able to work to, and to meet, deadlines.            Able to focus within a very busy environment.</p>	<p>Exceptional working knowledge of School Information Management Systems (SIMS).            Experience of working in a school environment.</p>
<b>Interpersonal Skills</b>	<p>Communicate effectively both orally and in writing with staff, students, parents and outside agencies.            Support and work as part of a high performing team.            Develop good relationships with staff and others.            Be approachable and adaptable.            Deal sensitively and confidentially with people.            Plan, organise and prioritise tasks.            Seek advice and support when necessary.            Analyse information.</p>	
<b>Personal Qualities</b>	<p>Consistent in approach.            Quick thinking, flexible and willing to adapt to changing circumstances.            Resilience, enthusiasm, energy and vigour.            Honesty, reliability, integrity and commitment to the success of the school.</p>	

# Staff Wellbeing Charter

WGHS takes the wellbeing of all staff very seriously. The charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. The staff are very supportive of each other we ask all staff to be committed fully to the charter below through their actions.



No student or class data collected for data's sake



Staff marking expectations are minimum and workload regularly reviewed



Clear expectations around communication. There is no expectation to respond outside of the school day, although you can choose to do so



A flexible and generous discretionary leave policy. Teachers can leave from 3pm when they are free



Deadlines well publicised and annual calendar consultation



A flexible opt-in approach to directed time



Complimentary drinks in the staffroom at break time



A fitness suite available for staff use



Opportunities for career development



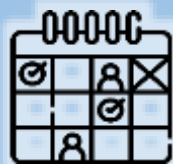
Meetings have a clear purpose, agendas are issued one week in advance, and those leading meetings ensure they are kept on track and finish on time



Counselling service free to all staff



The school will endeavour, wherever possible, to champion and enable flexible working



Calendared sanctuary weeks with no meetings/events



Coaching and shadowing opportunities



Complimentary Christmas dinner for all staff each year



Half-termly breakfast social for all staff



**Your wellbeing matters.**  
The school is committed to prioritising and promoting staff wellbeing.



**Wellbeing is a shared responsibility.**  
The school is committed to giving all staff the support they need to take responsibility for their own and other people's wellbeing.



## How to Apply

To apply for this post, please complete the application form and submit it with a supporting letter. In your letter you should state:

1. Your reasons for applying for the post
2. The experience you believe to have prepared you for the post
3. The skills and strengths you will bring to the school with reference to the person specification

Important - Please note that the application form must be completed in full and submitted for the attention of the Headteacher by post or to [recruitment@wghs.org.uk](mailto:recruitment@wghs.org.uk) 9.00am on 20<sup>th</sup> June 2022.

***This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to satisfactory references which will be required prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and verification of the Right to Work in the UK. Overseas police checks will be required where you have lived outside the UK.***

