

Data Manager

Ash Green School
As soon as possible



**ASH GREEN
SCHOOL**
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in joining us at Ash Green School.

This position of Data Manager is a key appointment and the successful candidate will be part of a dynamic team with a wide ranging array of responsibilities.

Please complete an application form in full, along with a supporting statement, showcasing how you are aligned with our vision, values and purpose. Please use the person specification as a guide for your application.

I would welcome an opportunity to meet with you before interview to enable you to meet our students, share in some of their learning and gain an understanding of our ethos and aims.

Tours of the school:

Please get in touch to arrange at a time that is suitable for you

Deadline for applications:

Sunday 8 October 2023 at 9am

Interviews:

Week commencing Monday 9 October 2023

If you have any questions please do not hesitate to contact Emma Dickinson, Emma.Dickinson@ashgreenschool.org.uk.

I look forward to receiving your application.

Fuzel Choudhury

Principal

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT ASH GREEN SCHOOL

Every Moment: High Expectations
Every Lesson: Do Your Best
Every Day: Make A Difference

Our mantra above conveys and underpins our whole approach, identifying and releasing the potential of each child as they proceed through their seven-year journey, giving them the very best possible opportunities to become a successful person in our 21st century global community.

Here at Ash Green School, we are exceptionally proud of unlocking the academic talent that is found within our students and strongly believe each individual will thrive in our high-achieving environment. We provide the very best opportunities for everyone to excel and nurture all the fantastic qualities that are not materialistic or target driven. Success for us is measured by sending out happy, confident and independent young people who are ready for the challenges of university and the world of work.

We provide an education that has an international outlook; opening minds to the world around them and instilling skills of enquiry, reasoning and problem solving. We are passionate about developing oracy; from the start of year seven an extensive vocabulary toolkit is developed, and we offer many opportunities to practice speech making.

Being a community academy within the Creative Education Trust family, we benefit from partnership working and enriching opportunities to assist student development. We are fiercely committed to ensuring the academic, technical, creative and emotional support is of the highest quality for every young person we serve. There is no glass ceiling at Ash Green School.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Lecture Theatre with sound system and projector;
- Hall complete with tiered seating;
- Interactive whiteboards in every classroom;
- Open-plan library with wide range of reading materials
- A new spacious 14 classroom block and office's opened in September 2018



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21st century

SUPPORT FOR OUR STAFF

WE ALL PURSUE A STRONG WORK LIFE BALANCE

- Our staff are encouraged to make time for themselves and their families.
- There are no expectations for teachers to answer emails outside of working hours and particularly at weekends.
- Our Senior Managers are constantly working to streamline our systems so that they work better and save more time – we strive to only do things that are going to make a difference.
- We openly consult with staff over significant changes which will impact on their working practices.
- We have a strong culture of peer-to-peer praise through our weekly 'Ash Green Gurus' reward cards.
- We provide all of our staff with a half termly opportunity to participate in expert professional supervision – we encourage our staff to talk, keeping things to yourself is not a sign of strength.
- We have an 'Open Door' to Senior Leadership – no concern is too small.
- We run seasonal events that allow students and staff to show their less serious sides e.g. Own-clothes days, Christmas Jumpers and World Book Day.
- We provide our staff countless opportunities to get involved in the life of the school including Duke of Edinburgh Award and international visits and exchange opportunities. Recent activities include an exchange to China, visits to Ghana, Barcelona, Belgium and the USA.



You can find out more at:
www.creativeeducationtrust.org.uk

DATA MANAGER

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Ash Green School, Coventry

SALARY

Scale J points 25-28 (£32,020- £34,723)
37 hours per week, 43 weeks per year (includes 5 inset days)
Actual Salary £30,231 - £32,783

THE ROLE

Under the direction of the Academy's Senior Leadership Team to provide efficient and effective organisation of the Academy's assessment, recording, reporting and tracking systems and to provide other data and information which will assist the Academy to run effectively.

REPORTING LINES

The post will report to the Vice Principal.

KEY RESPONSIBILITIES

ATTAINMENT AND PROGRESS DATA

- Develop the use of current MIS system and support all staff in their day-to-day use of the system.
- Create and maintain the assessment on the MIS system and ensure that assessment data held on students is accurate and complete.
- To oversee the use of the MIS system for the collection of assessment grades, reporting to parents and the analysis of results.
- Manage data and configuration of analysis tools, primarily SISRA and ALPS.
- Import target setting data and summative reports from FFT, ALPS, CATs etc., and analyse this data.
- Analyse achievement data and produce reports on the attainment and progress of individual students and cohorts of students at times set out in the assessment calendar.
- Set up and manage systems for tracking the progress of students in each key stage.
- Keep records of student interventions, which have taken place and record their impact.
- Maintaining GL assessment data and downloading the relevant reports.

BEHAVIOUR AND ATTENDANCE

- Set up and maintain the behaviour management recording system.
- Set up and maintain the rewards recording system.
- Analyse attendance and produce data reports at times set out in the Academy and CET assessment and data calendar for use by the Academy and Trust leadership.

ARBOR

- Manage student data to ensure data integrity.
- Provide support regarding staff data to ensure data integrity.
- Ensure and manage the smooth transition from one academic year to the next with all sections of Arbor by promoting students into the new year structure.
- Ensure data transfer from Primary School is undertaken and accurate.
- Set up and maintain registration groups.
- Update all timetable and curriculum changes involving students, courses, teachers and rooms.
- Ensure the smooth transfer of data between Nova-T to Arbor.
- Maintain levels and courses within Nova-T to ensure accuracy in Arbor.
- Set up and maintain options online and ensure this data is accurately used to create option blocks and groups in Arbor.
- To continually develop the use of Arbor for assessment and to support staff in the day-to-day use of the system.

SCHOOL CENSUS

- To be responsible for all school census returns and complete other government and Creative Education Trust data returns.

REPORTS

- Manage the production and distribution of annual reports and interim reports on the progress of all the students in the Academy.
- To lead strategic improvements to assessment recording and reporting systems.

You can find out more at:

www.creativeeducationtrust.org.uk

TIMETABLE

- Support the Academy's timetabler in the development and production of the Academy timetable and its transfer into Arbor.
 - Prepare the Arbor academic year calendar.
 - To set up the Arbor curriculum and pastoral structures.
 - To coordinate and print all student timetables.
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ADMISSIONS

- Manage student admissions and appeals into Year 7.
 - Manage in year student transfer admissions and allocation of groupings and creation of student timetables.
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SCHOOL TO HOME COMMUNICATION

- To configure and maintain the Edulink academy site.
 - To ensure Academy communications are placed on Edulink.
 - To ensure student reports are shared via Edulink.
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SCHOOL GDPR

- As the CET GDPR Data Officer for the Academy you will ensure that trust wide guidance is adopted by the school.
 - To monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits.
 - To be the first point of contact for supervisory authorities and for individuals whose data is processed.
 - To manage all subject access requests/FOIs and ensure that statutory timescales are met when responding to any requests.
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- To ensure that the staff are aware of the GDPR regulations, how the legislation may affect their work and what the school's responsibilities are in this area.
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- To ensure that the school procedures regarding data breaches are appropriate and followed.
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- To be responsible for detecting, investigating and reporting any data protection breaches.
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OTHER DUTIES

- Work effectively within the support staff team.
- Work co-operatively with other support and teaching staff.
- Comply with the Creative Education Trust and School's policies.
- Carry out any such duties as may be reasonably required by the Creative Education Trust.
- This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.
- The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.
- The post holder must adhere to and ensure compliance with the School's Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment.
- The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

	ESSENTIAL
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to at least A Level or equivalent. • Relevant qualification in ICT/business administration. • Analytical skills. • Vocational qualifications relating to software systems.
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in data management. • Experience of managing and developing data systems. Experience of information gathering and analysis. • Meeting tight and cyclical deadlines. • Experience of working with SIMS. • Excellent literacy, numeracy and IT skills. • The ability to prioritise tasks and to be able to show initiative when dealing with day-day situations. • Experience of producing accurate data for assessment, target setting, tracking and reporting. • Ability to follow and document detailed instructions. • Ability to maintain high standards under pressure. • Effective administration and organisational skills. A high level of computer literacy e.g. Microsoft office and use of databases. • The ability to build effective working relationships. • Knowledge and understanding of the data requirements in an education environment.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Professional presentation and manner, ensuring confidentiality. • Ability to work under pressure and be able to meet deadlines, maintaining a high level of accuracy. • Ability to think creatively, use own initiative and prioritise. • Excellent communication skills. • Strong organisational and time management skills. • Ability to plan and implement systems to maximise use. • Ability to lead and motivate a team. • Willingness to display flexibility in working hours to best support in areas such as exams or census periods. • A commitment to safeguarding and promoting the welfare of children and young people. • A commitment to the Academy Trust's vision, values, aims and objectives.
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • Commitment to inclusion and diversity. • Candidates must demonstrate awareness/understanding of equal opportunities.
SAFEGUARDING	<ul style="list-style-type: none"> • Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked. • Candidates must demonstrate and understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people.