



**King
Solomon
High School**



Information pack for candidates applying for the role of:

Data & Systems Manager

Permanent and full time - 52 weeks

Salary: LBR 11-12 Scale Point 33-37 salary £44,019 - £48,060

Required: As soon as possible.



Dear Candidate

I am delighted that you are considering applying for the position of Data & Systems Manager, at King Solomon High School. We are a unique and wonderful Jewish secondary school, set in the London Borough of Redbridge. Our school is inclusive, and our students come from a range of cultural and religious backgrounds.

I am seeking a Data & Systems Manager to lead the school's behaviour systems with rigour and to a high standard. The Data Manager will be responsible for the school's data and

reporting systems in addition to other data duties.

As the school's newly appointed Headteacher, I am ambitious for the school's future, strive for excellence and have high expectations of staff and students. I am also passionate about equality, diversity and inclusion. The successful candidate will be keen to learn and they will be supported in fulfilling their own career potential.

Michele Phillips, Headteacher





History, ethos and values

King Solomon High School is a United Synagogue, orthodox Jewish school, who openly welcome students of all faiths and of no faith. The school opened in 1993 to meet the growing demand for Jewish school places in East London, Essex and the surrounding areas. We are a six form entry school and we also have a growing sixth form.

We are a community of learners who look out for and support each other. This idea is embodied in our school values.

- Learning
- Community
- Charity

Our motto encompasses the school's Jewish ethos and values which highlight our aim to develop every student as a rounded and grounded individual through a variety of learning and lived experiences, all infused with Jewish teachings and values. The King Solomon community experience shapes young people into informed, responsible and caring citizens.

If I am not for myself who will be for me?
If I am only for myself, who am I?
If not now, when?

(Ethics of the Fathers 1:14)



Behaviour, safeguarding & personal development

King Solomon High School has rigorous systems in place to support students in meeting our high expectations of behaviour. We are currently implementing a new rigorous behaviour system. *The behaviour policy on our website does not currently reflect our revised behaviour system.*

- All students line up in the mornings and are collected by their form tutor. This promotes a calm and focussed start to the day.
- We operate a daily detentions system so that behaviour issues are dealt with on the day.
- We have a commitment to disruption free learning, and our on-call system ensures that a student who disrupts learning are dealt with swiftly.
- We have an extensive pastoral team to support students who need additional behaviour and/or wellbeing support.

Safeguarding and promoting the welfare of children is the responsibility of all staff. We have a strong culture of safeguarding and all staff are proactive in reporting any concerns about a student's welfare. We aim to promote positive mental health and wellbeing across our entire school community, including students, staff, and parents. We recognise the vital role mental health plays in the everyday lives and success of all individuals. Whilst we cannot always remove the challenges our students face, we can provide them with access to support to help them build resilience, emotional intelligence and coping mechanisms.



Curriculum and teaching



Curriculum intent at King Solomon High School

- We believe that learning changes lives and must be equally accessible to all.
- We believe that students should embrace the impact of service to others through charity and acts of kindness.
- We believe that every student should leave school with the skills and attributes to play an active and constructive part in the school, local and global communities.

Our students enjoy a broad and balanced curriculum. Currently our year 11 students study the following core curriculum, plus three option subjects.

- GCSE English Language, AQA (8 lessons per two-week cycle)
- GCSE English Literature, AQA
- GCSE Mathematics, Pearson Edexcel (8 lessons per two-week cycle)
- GCSE Combined Science or GCSE Separate Science, Pearson Edexcel (9 lessons per two-week cycle)
- GCSE Religious Studies, AQA (5 lessons per two-week cycle)

We are reviewing our curriculum for 2024-25.

For our key stage 3 curriculum, please see our [website](#).



Academic results

King Solomon High School is an academically successful school with GCSE attainment above national averages.

GCSE measure	% of students who achieved this measure
5 or more GCSEs, including English and maths at grade 5 or above	67%
5 or more GCSEs, including English and maths at grade 4 or above	79%
Grade 4 or above in English and maths	72%

GCSE measure	% of all grades
7-9	27%
5-9	65%
4-9	78%





Reasons to work at King Solomon High School



Be part of the success story

- Having been judged as Requires Improvement by Ofsted in November 2021, staff will be part of the success story when we move to good and outstanding.

Ambition & excellence

- We are ambitious for every student and member of staff.
- We strive for excellence and to be an example of best practice in all that we do.
- We expect all staff and students to be the best they can be.

Staff and student wellbeing

- We are a caring and supportive Jewish community school.
- We have an early finish every Friday at 1.20pm, as part of our Jewish ethos and to promote a work life balance.
- We have a sensible approach to meetings and most meetings for main scale teachers are streamlined into a Tuesday.
- The school is closed on Jewish holidays.

Transport links

- We are a 4 minute walk from Fairlop underground station on the central line.
- We are well served by several bus routes and we have a staff car park.

Career development

- We are committed to inspiring ambition and to supporting staff in their career development.

The role



The role: Data & Systems Manager

Contract: Permanent and full time (52 weeks)

Hours: 36 hours per week, 8.00am – 4.00pm Monday to Thursday and 8.00am to 2.30pm on Fridays (there is some flexibility around these times).

Salary: £44,019 - £48,060 dependent on experience

Line managed by: Senior Leadership Team

Safeguarding statement

King Solomon High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and be familiar with the school's safeguarding policy. Child protection screening will apply to this post.

Equality statement

King Solomon High School is committed to equality of opportunity and values its diverse staff and student community. All staff are required to adhere to the school's equal opportunities policy. We have a zero-tolerance approach to discrimination, harassment and bullying.

Staff code of conduct statement

King Solomon High School has high standards and expects all staff to behave in a professional manner at all times. All staff are expected to adhere to the school's staff code of conduct policy.



Job purpose

The Data & Systems Manager is responsible for:

- The school's management information systems
- Assessment/exams, reporting and data systems
- Assessment/exams analysis
- Student target grades
- Year 7 transition data
- The student and work force census
- The school timetable, curriculum modelling, options and setting processes.
- Creating and running periodical reports on behaviour, staff absence, attendance and cover.
- Being the data protection officer and managing all subject access requests.
- Data reporting to the DfE
- Train staff in the use of data and reporting systems
- Other data related tasks.
- Line managing the Exams Officer.

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 Headteacher and/or line manager. Please note that the post holder may be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.



Job description

1. Management information systems

- Be the expert and first point of contact regarding all of school's the data and management information systems eg; SIMS, Bromcom, Synergy, ALPS, SISRA. ***The school is currently reviewing all its management information and data systems.***
- Ensure that the school has robust and rigorous systems in place for ensuring that student and staff data is correct and up to date in the MIS.
- Work with the Head's PA and the Director of Finance and Operations to ensure that staff absence and sickness data is up to date in SIMS.
- Keep up to date with training and developments in all management information and data systems.
- Training staff in use of the school's management information and data systems.

2. Assessment, exams, data and reporting systems

- Set up all assessment report templates.
- Oversee the smooth running of data collecting procedures.
- Check all assessment data has been correctly entered by teachers.
- Independently resolve problems relating to data collection and reports.
- Import all public exam results being into SIMS, SISRA and ALPS.
- Import all internal assessment data in SIMS into SISRA and ALPS.
- Produce student progress reports for parents/carers as per the school's reporting cycle.
- Oversee user access to all data and MIS systems.

3. Assessment/exams analysis reports

- Using SISRA, ALPS, SMIMS, produce data analysis reports for SLT, middle leaders, staff and governors, after each data drop and at other points when requested.
- Produce data analysis reports for SLT, middle leaders and governors, after public exams.



Job description

4. Student target grades

- Generate student target grades, as per the school's targeting setting policy.
- Ensure target grades are accessible to teacher's through their class data sheets.

5. Year 7 transition data

- Ensure that all data and information related to Year 7 transition is accurately uploaded into SIMs. This includes academic data and personal information.

6. The census

- To prepare and complete the student and work force censuses.
- Assist with the collection of accurate data and update the academy MIS on all areas relevant to the school census, including FSM, pupil premium and 6th form learning aims.
- Completing post 16 prior attainment data for census.
- Ensure Course Manager is updated with learning hours, QAN, classes, supervisors and appropriate Core Learning aims are added to maximise Post-16 funding.

- Maintaining Post-16 programme of study, checking TT hours etc.
- Ensure all staff contracts and staff workforce information is correct in SIMS.

7. The school timetable, curriculum modelling, options and setting processes.

- Work with the school's Deputy Headteacher/timetabling consultant to produce the school's timetable.
- Make timetable changes as required throughout the year.
- Produce student timetables for mid-term admissions.

8. Reports on behaviour, staff absence, attendance and cover.

- Using the school's MIS and data systems produce reports/report templates for various groups of staff on behaviour, staff absence, cover and student attendance.
- Produce excel/google spreadsheet templates with relevant formulas for staff so that they can track and analyse various aspects of the school's performance.



Job description

9. Data protection officer

- Be the data protection officer for the school.
- Oversee all subject access requests

10. Other data related tasks

- Line management of the Exams Officer
- Oversee the reading age tests data collection and importing of results.
- Be responsible for providing the DfE with all required data eg. national tutoring programme data etc.
- Train staff in how to use MIS and data information systems.
- Work collaboratively with the IT Manager, Exams Officer, Head's PA, Director of Finance and Operations and the Senior Leadership Team.
- Any other data and systems related tasks and duties required by the school.



Job description

General requirements of all staff

- Adhere to all school policies.
- Work cooperatively with colleagues and under the direction of your line manager.
- Seek support and guidance where needed.
- Always maintain confidentiality.
- Work to promote the safeguarding of all students.
- Promote equality, diversity and inclusion.
- Complete work to a high standard.
- Support and promote the vision of the school.
- Support the school's Jewish ethos.
- Attend school events as required.
- Keep up to date with developments, changes, best practice and legislation in relation to your role.

Review Arrangements

These responsibilities may be amended at any time in the future by the Headteacher in order to respond to the changing demands and needs of the school, national initiatives and statutory legislation. Consequently, the Headteacher will consult with the postholder at the appropriate time.



Person specification

Qualifications & experience

- A-levels or equivalent.
- Degree level qualification or similar, and/or other relevant professional qualifications.
- Experience of working in a data/systems/IT role in an educational setting or other professional setting.
- Experience of using data to improve the outcomes/running of an organisation.
- Excellent command of the English language, both written and verbal.
- High level of proficiency with Microsoft Excel and all Microsoft and/or Google packages.
- High level of proficiency with IT systems
- Excellent numerical skills
- Experience demonstrating excellent organisation, prioritisation and time-management skills
- Experience of leading effective administrative support.

Skills & attributes

- Ability to think strategically.
- Ability to work proactively with attention to detail.
- Highly developed interpersonal skills including influential skills.
- Willingness to constructively challenge the work of self and others to continually improve own and team performance.
- Ability to manage conflicting priorities, make decisions and resolve issues in potentially stressful situations.
- Ability to work to high standards and with rigor.
- Commitment to equal opportunities.
- Commitment to the school's Jewish ethos.
- Commitment to improving the lives of children.
- Commitment to safeguarding.



How to apply

1. Complete the London Borough of Redbridge application form (CVs are not accepted).
2. Complete a personal statement of no more than two sides of A4 outlining how you meet the person specification. Please refer to each point of the person specification as this will be used for shortlisting purposes. You can use the space provided on the application form or complete this on a separate document.
3. Email your application form and personal statement to recruitment@kshsonline.uk
4. The final deadline for applications is 09:00 on Wednesday 22nd May 2024. However, we will interview candidates as and when we receive applications. We therefore reserve the right to close the vacancy before the published closing date. We encourage interested candidates to apply as soon as possible.
5. If you would like to have an informal discussion about the role, please contact recruitment@kshsonline.uk

