

KING'S LEADERSHIP
ACADEMY BOLTON

DATA MANAGER

King's Leadership Academy Bolton is seeking to appoint an ambitious and enthusiastic Data Manager to join a forward thinking and expanding Academy.

PART OF



GREAT SCHOOLS
TRUST



WELCOME LETTER FROM OUR CEO

Thank you for your interest in a position within the Great Schools Trust family of Schools. The Great Schools Trust is an education charity that has a proven track record of successful school start up and improvement whilst transforming the lives of children and young people through our unique values driven approach to education.

You will be joining a values driven, highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Shane Ierston
CEO

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PRINCIPAL'S WELCOME



Welcome to King's, a non-selective free independent school in the state sector that is providing a world class education for the young people of Great Lever. King's Leadership Academy Bolton is founded on international research and traditional values with a huge focus on leadership and academic development.

Our vision is **"To develop in each of our student the academic skills, intellectual habits, qualities of character and leadership traits necessary to succeed at all levels and become successful citizens in tomorrow's world"**.

At King's we believe every child can succeed and that great teaching is the key to that success. This sentiment is reflected in our motto, 'Credimus', which translated from Latin literally means we believe.

We believe in appointing only the very best teachers and staff who are committed to serving the students and parents of this community. We believe in having the highest expectations of ourselves and our students as well as accepting no excuses for under performance. We believe that our school exists to shape the life chances of all our students in order that they can attend the best Universities or places of employment in the years to come. We believe in fully supporting our students throughout their education.

King's is unique, in that we have developed a highly personalised approach to our provision and teaching. Our smaller class sizes and year groups afford us tremendous opportunities to truly nurture and develop the academic and creative talents in all our students.

As Principal, I am privileged to be part of such a fabulous team of staff who are 'mission driven' in their goal to ensure that the education provided here is second to none. I welcome you to the Academy and hope that you find the information in this pack informative.

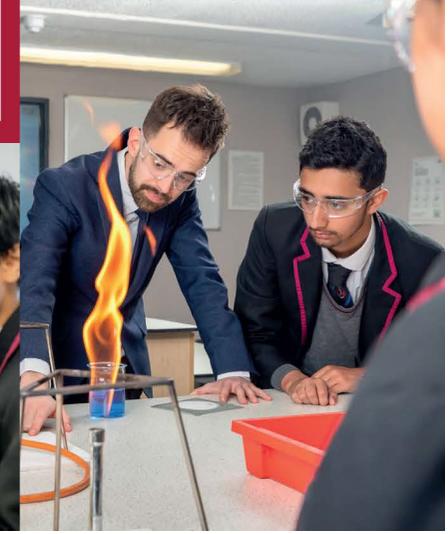
Mr D Crosby
Principal





OUR MISSION

Providing a strong academic education is at the heart of what we do. King's Leadership Academy has immense strengths in all areas of the curriculum, and we are fortunate enough to be fully staffed by highly qualified teachers who are excited and passionate about their subjects. Our teachers possess the skills to inspire, motivate and lead our students to life-long success. Our 'mission board' proudly states that King's Leadership Academy is a place where students' aspirations become reality. We believe that each and every one of our students has distinct potential and ensuring that they fulfil their potential is not only our challenge but our commitment. Aristotle once told his students that the pursuit of excellence had to become their way of life if they were to succeed. Occasionally achieving excellence was, for him, not enough. He wanted his students to strive for excellence each and every day of their lives. At King's we believe that this advice, given over two thousand years ago, still holds true today and is a good guide to the achievement of both academic and personal success. As an Academy we do not settle for anything but the best for each of our students.



WORKING AT KING'S BOLTON

King's Bolton is seeking to appoint is seeking to appoint a Data Manager. We are looking for someone who is an excellent administrator, someone who can work well within a team and will also play a significant part in the development and growth of the Academy.

King's Leadership Academy Bolton is located close to the centre of Bolton with good access to both the M6 and M62. The school is situated on a temporary build and is currently in the process of having a new state of the art school built. Class sizes at the school are below average and every student has access to a personal computer or tablet. Innovation is one of our strengths, which supports our modern approach to education alongside our commitment to the highest expectations.

King's is a vibrant and diverse school which enjoys a strong sense of community amongst both staff and students.



JOB PROFILE

Title:	Data Manager
Salary:	SO1 FTE of £28,226.00 (to be Pro Rata'd £24,969.15)
Start Date:	ASAP
Contract:	Permanent
Location:	King's Leadership Academy Bolton
Reporting to:	Associate Principal
Working Pattern:	Full Time – Term Time + 10 days

It is expected that the appointed Data Manager will be hard working and resilient. Your experience will place our student's welfare at the core of the school. It is expected that you will demonstrate the following qualities:

1. Excellent knowledge and experience of working with young people in an educational setting
2. The ability to maintain positive relationships with students and staff
3. The ability to manage all situations in a calm, just and fair manner
4. The ability to prioritise work effectively and work collaboratively in the best interest of students and their families
5. The ability to work effectively and sensitively with a wide range of groups and individuals
6. The ability to generate self-belief in our students and raise aspirations
7. The ability to problem-solve and provide excellent customer service to our community
8. A committed team player with excellent organisational and technical skills

We are looking for someone who is an excellent administrator, who can work well within, as well as leading, a team, who values each student as an individual and who will play a significant part in the development and growth of the Academy.



JOB DESCRIPTION

BEHAVIOUR, ATTENDANCE AND MANAGING DATA:

- To maintain the behaviour management recording system; utilising Power BI software.
- To maintain the rewards recording system.
- Analyse attendance and produce attendance reports as required
- Produce academic, pastoral, behaviour and admin reports
- Manage student data to ensure data integrity.
- Ensure and manage the smooth transition from one academic year to the next 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 to and from S2S to Bromcom.
- To maintain the assessment data on Bromcom and ensure that all assessment data held on students is accurate and complete.
- To oversee the use of Bromcom for the collection of assessment grades, reporting to parents and the analysis of results.
- Manage data and configuration of analysis tools, primarily Bromcom and Power BI.
- 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.

REPORTS:

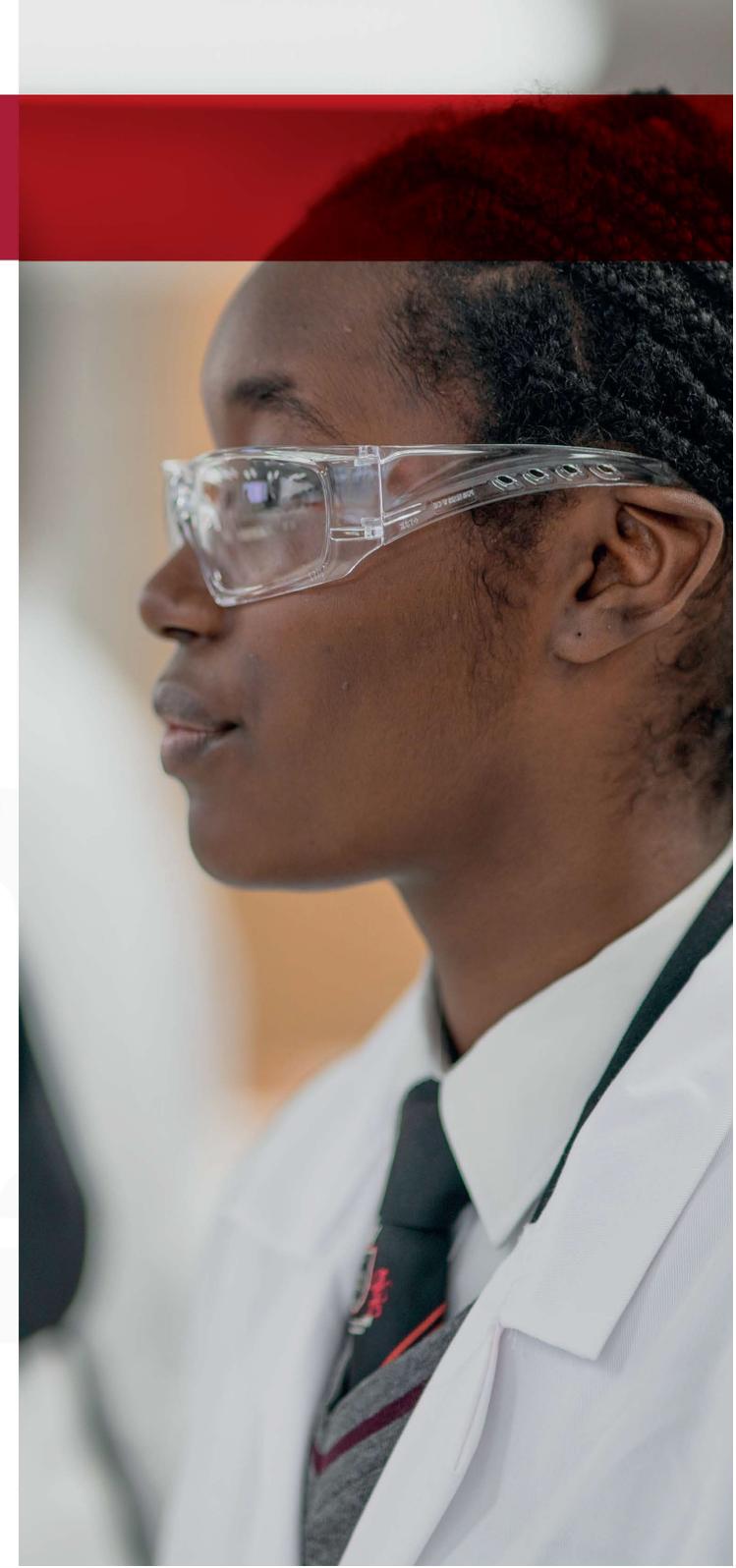
- To manage the production and distribution of annual reports and interim reports on the progress of all the students in the Academy.
- To lead strategic improvements to assessment recording and reporting systems.

TIMETABLE:

- To Support the Associate Principal in the development and production of the Academy timetable and its transfer into Bromcom
- Prepare the Bromcom academic year calendar
- To assist in the set-up of the curriculum and pastoral structures.
- To coordinate and print all student timetables.

ADMISSIONS:

- To update Bromcom with student admissions into Year 7.
- To update Bromcom for in year student transfer admissions and allocation of groupings and creation of student timetables.



JOB DESCRIPTION

COMMUNICATIONS:

- To communicate effectively with the parents/carers of students as appropriate
- Communicate and cooperate with persons or bodies outside the Academy (where appropriate)
- To follow agreed policies for communications in the Academy.

SCHOOL GDPR:

- To liaise with the GDPR Data Protection Officer to ensure that trust wide guidance is adopted by the school.
- 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.
- To ensure that the school procedures regarding data breaches are appropriate and followed.
- To be responsible for detecting, investigating and reporting any data protection breaches to the DPO

MANAGEMENT OF INFORMATION:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for reporting, registers, tracking etc.
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE:

King's Leadership Academy Bolton is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

OTHER RESPONSIBILITIES:

Contribute to the wider life of the Trust, it's schools and its community through out of hours and partnership work. To carry out any such duties as may be reasonably required by the Principal or Chief Executive.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current at the date shown but, in consultation with the post holder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.



PERSON SPECIFICATION

QUALIFICATIONS

- Qualified Teacher Status (D)
- Degree level qualification (D)
- Level 3 qualification (NVQ level 3 or A level) (E)
- GCSE in English and Maths at Grade C or above (E)

EXPERIENCE

- Working in a school office environment (E)
- Working with children in a secondary school or other setting (D)
- Experience of using a range of school's computer software packages and systems (D)
- To have experience of using initiative to enhance performance (D).

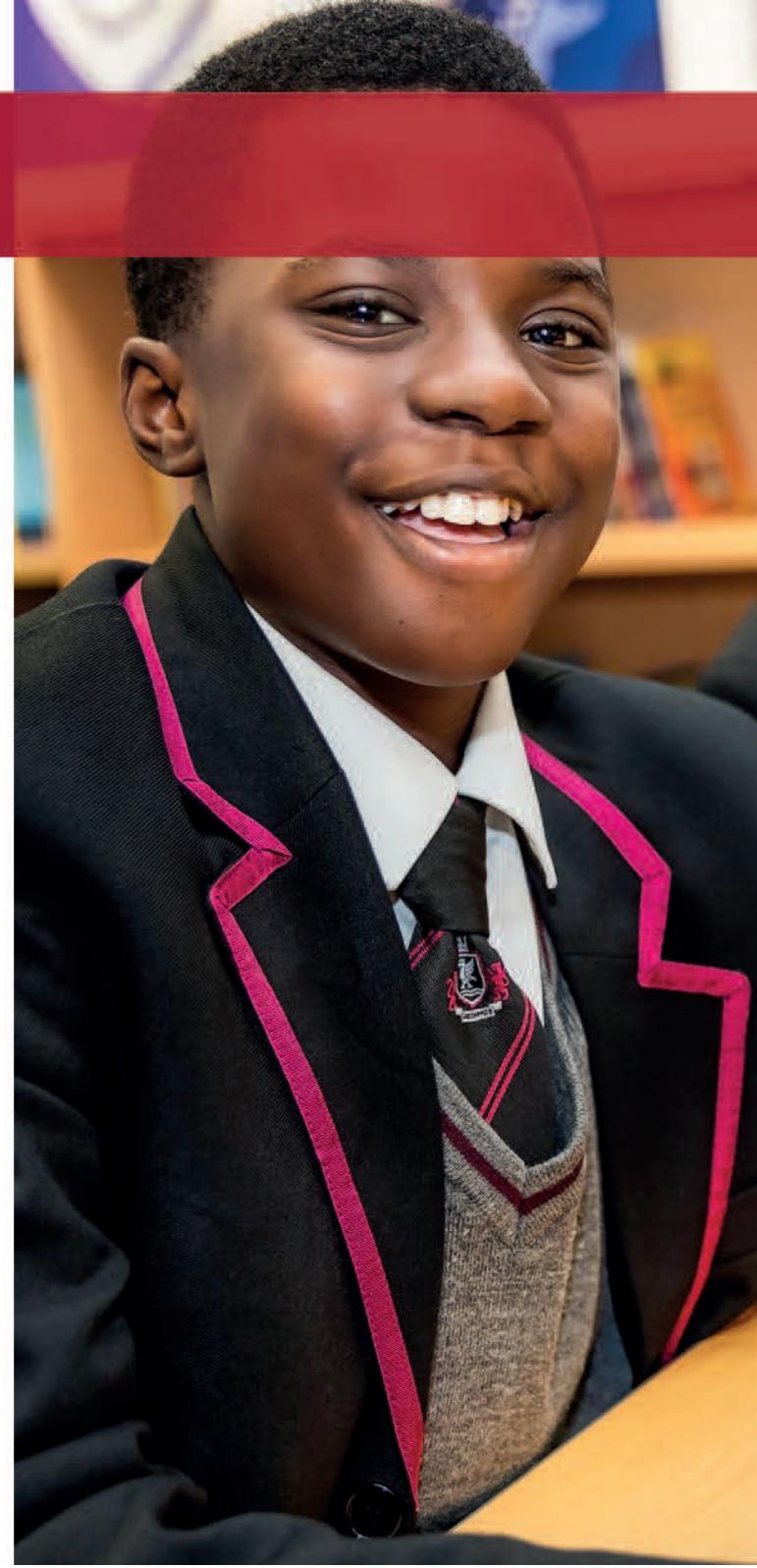
PERSONAL QUALITIES

- A passionate belief in the school's mission statement (E)
- A strong belief in the value of education
- Highest levels of professional and personal integrity (E)
- A strong commitment to inclusion and overcoming barriers to learning and achievement (E)
- Personal resilience, persistence and perseverance; and a strong work ethic (E)
- Commitment to undertaking additional training where required (E)

ABILITIES, SKILLS AND KNOWLEDGE

- Ability to maintain positive relationships with students, parents and staff (E)
- Ability to work effectively within a team (E)
- Demonstrate the ability to develop, implement and maintain quality administrative and data management services to customers. (D)
- Demonstrate the ability to research, locate, select and analyse information to support decision-making and audit compliance. (E)
- Demonstrate the ability to plan, develop, organise and prioritise your work to meet deadlines and changes in priority (E)
- Good ICT skills for data input and management (E)
- An awareness of relevant legislation/good practice relating to schools, particularly safeguarding & GDPR (D)

(E) = Essential
(D) = Desirable



TERMS

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is current at the date shown but, in consultation with the post holder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

This appointment is with the Local Advisory Council of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Contract'

This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access

to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Application and interview process

Deadline for applications: Monday 16th January 2023

Interviews: W/C 16th January 2023

Submit Applications to: Stephanie Baglow at s.baglow@kingsbolton.com

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on your letter of application so please read the Job Description and Person Specification carefully before you write your letter of application.

References and Pre-Employment Checks

We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify particular experience or qualifications before interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualification
- List 99 check
- Section 128 Check
- Satisfactory DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

King's Leadership Academy Bolton is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

To find out more about working for the Great Schools Trust and King's Leadership Academy Bolton check out our Twitter or website and please get in touch if you would like a visit or chat with the Principal.

Website:

WWW.KINGSBOLTON.COM
WWW.GREATSCHOOLSTRUST.ORG

Facebook:

@KLABOLTON

[HTTPS://WWW.FACEBOOK.COM/KLABOLTON/](https://www.facebook.com/klabolton/)

Twitter:

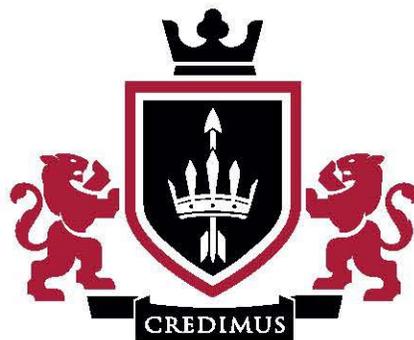
@KLA_BOLTON

[HTTPS://WWW.TWITTER.COM/KLA_BOLTON](https://www.twitter.com/klabolton/)

Telephone:

01204 937130





KING'S LEADERSHIP
ACADEMY BOLTON

Address: Lever Edge Lane, Great Lever, Bolton, BL3 3LA

Email: info@kingsbolton.com

Tel: 01204 937130

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