

WALTON LEDALE  
HIGH SCHOOL



# Data Manager

## Job Application pack

## Welcome to Walton-le-Dale

Thank you for your interest in the post of Data Manager at Walton-le-Dale. I am delighted that you are considering joining our school and becoming part of a community that truly values its staff and students.

Walton-le-Dale is a smaller secondary school, and this gives us a distinctive and welcoming atmosphere. Visitors often comment on the warmth and friendliness of the school, and it's something we take great pride in. Our size allows us to know our students well as individuals and to tailor our support to meet their unique needs. This approach is central to our ethos, and we are proud to hold Flagship status for the Inclusion Mark, a recognition we have maintained since 2008.

Our student-centered philosophy underpins everything we do. While academic achievement is vital, we believe that education should also help young people develop into confident, responsible, and compassionate individuals. Strong relationships are at the heart of our school community, and it is through these relationships that we help our students achieve their best, both in and beyond the classroom.

Our students come from a wide-ranging catchment area, including Blackburn, Preston, and surrounding localities. As a truly comprehensive school, we welcome students from diverse backgrounds and abilities. The school's strength lies in its people. Across all areas of the school, from teachers to pastoral staff, and from learning support to administration, you will find a team that is collaborative, compassionate, and committed to excellence. Sharing expertise and working together is a hallmark of our approach, and individual professional development is highly valued. We believe that when our staff are supported to grow and succeed, our students benefit immensely.

As the newly appointed Headteacher, I have been struck by the warm and supportive nature of both staff and students. Walton-le-Dale truly feels like a family. This is a school with enormous potential, and I am excited about the journey ahead as we continue to build on our strengths.

We are now looking for a passionate and dynamic Data Manager to join us in shaping the next chapter of our school's success. If you have the energy, vision, and determination to make a real difference, I would love to hear from you.

Thank you once again for your interest, and I look forward to receiving your application.

Best wishes



Paul Lamoury  
Headteacher



# Data Manager



Dear Candidate,

Thank you for showing an interest in this vacancy at Walton-le-Dale High School. Here at Aspirational Futures Multi Academy Trust we firmly believe that providing the best possible working environment for our staff leads to the best possible outcomes for our students.

Parklands is the founder school in our trust, which opened in February 2023. Balshaw Lane Primary School and Highfield Community Primary School joined us at Easter 2024 and Walton-le-Dale High School joined on 1st June 2024. Soon to join us later this year Gillibrand Primary School and as a newly established trust, we are at the beginning of an exciting journey, and we are looking forward to deeper collaboration within our family of schools and beyond.

In our trust we place enormous emphasis on professional development, underpinned by research, for our staff. We aim to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is professionally challenged and supported by comprehensive CPD programmes. We are not, however, an exams factory, as successful individuals must also be equipped with the skills and qualities necessary in today's global society. Our personal development programmes along with an abundance of opportunities for student leadership and extra-curricular activities result in compassionate, open-minded and inquisitive young people who are willing and able to make a difference.

Staff in our trust benefit from:

- a culture that actively promotes a positive work-life balance
- a culture that promotes well-being initiatives
- access to UK Healthcare (<https://www.ukhealthcare.org.uk/>) helping staff with the cost of everyday health expenses such as visiting the opticians, paying for glasses, dental treatment and even paying for prescriptions, up to agreed policy limits. Employees can also claim an allowance for hospital admissions, whether NHS or private, access telephone counselling services and receive a discount on gym membership to keep them fit and motivated for work.
- opportunities to participate in extra-curricular activities and school trips
- an open-door policy, allowing any colleague to speak with a member of the Senior Leadership Team without an appointment
- excellent relationships between the Trade Unions and the trust schools

Staff at Walton-le-Dale High School benefit from:

- Free access to our state-of-the-art gym before and after school, as well as during school holidays.

Thank you again for taking the time to read this application pack, which, along with the school's and the trust's websites, will have inspired you to apply for the advertised post.

Kind regards,

Steve Mitchell  
Chief Executive Officer



## Data Manager Required: ASAP

**REPORTING TO:** Deputy Headteacher  
**CLOSING DATE:** 12noon on 26/02/2025  
**INTERVIEW DATE:** Monday 3<sup>rd</sup> March 2025  
**ACTUAL SALARY:** £28342 - £32145 = Grade 7 points 19 – 25 - term time + 3-weeks 37hrs per week - (8am – 4pm; 3.30pm finish Friday)

Walton-le-Dale is a very distinctive school. Many visitors comment on the warmth and friendliness and the strong relationships between students and staff. Our smaller size allows us to see each child as an individual and to cater for them individually. This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it. In order to make the best provision for our students we recruit and develop exceptional staff.

### How to Apply

Walton-le-Dale is committed to the safeguarding of all students. The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS.

Please consult the application pack for further information, available at [www.wldhigh.co.uk](http://www.wldhigh.co.uk)

Completed application forms should be submitted via this link: [lhodgson@wldhigh.co.uk](mailto:lhodgson@wldhigh.co.uk)

**Interviews are scheduled to take place on Monday 3<sup>rd</sup> March 2025.**



# Data Manager

## Job Description

<b>POST TITLE:</b>	<b>Data Manager</b>
<b>RESPONSIBLE TO:</b>	Deputy Headteacher
<b>LINE MANAGEMENT:</b>	N/A
<b>DURATION:</b>	
<b>MANAGEMENT ALLOWANCE:</b>	N/A

### Overall Purpose of Post

- To develop and deliver a consistent data and MIS strategy across the schools to include multi-level reporting.
- To implement and develop effective management information systems across the schools to deliver the data strategy.
- To review the effective use of data across the schools and propose/implement changes as appropriate.
- To report on key performance indicators for the SLT and Governing Boards.

### Specific Responsibilities

#### Accountabilities/Responsibilities – appropriate for this post:

##### 1. System admin

- 1.1 Creating user accounts for students and staff in the MIS and any other systems currently in use.
- 1.2 Setting up the MIS for the new school year, ensuring new students are on the system, classes are correct and timetables.
- 1.3 Create systems to provide data to inform SLT on value added performance.

##### 2. Managing data

- 2.1 Keeping accurate records for students.
- 2.2 Support in collating student information for external reporting needs (including subject access requests and the school census).
- 2.3 Updating any changes to classes, groups and teacher timetables.
- 2.4 Assist with checking exercises as required by the DfE and other agencies.

##### 3. Data collection, analysis and reporting

- 3.1 Meet with SLT, Headteachers and Assessment Leads (weekly or monthly) to understand their reporting requirements, to present analysis, feed into strategy, discuss the impact of any recent updates from the DfE and find what's coming up to help plan workload.
- 3.2 Carrying out behaviour analysis for SLT, Heads of Department and Pastoral Leads
- 3.3 Carrying out assessment analysis for SLT, Heads of Department and Pastoral Leads
- 3.4 Support SLT by following up with Teachers to ensure student reports are ready to be shared digitally with parents
- 3.5 Ensure student attendance and reporting system is accurate and efficient
- 3.6 In consultation with SLT, design and create assessment mark sheets for all relevant staff
- 3.7 Advise SLT in relation to deadlines for data requirements
- 3.8 Provide support on monitoring and analysing data, as required, to develop data throughout the school.

##### 4. Statutory reporting

- 4.1 Keep up to date with DfE requirements and guidance on how schools should collect or use their data
- 4.2 Ensure the operation of the student MIS system is UK GDPR compliant and a record management strategy is identified and implemented.

##### 5. IT support

- 5.1 Ensure staff at all levels are trained in all aspects of the student MIS & Data recording
- 5.2 Log any faults or issues with software and raise them with the provider
- 5.3 Liaise with relevant providers to resolve any technical issues

##### 6. General responsibilities:

- 6.1 Working with Examinations Officers to ensure the accuracy of accreditations data

- 6.2 Set up and maintain the rewards recording system.
- 6.3 Identify CPLD opportunities relevant and useful to the role
- 6.4 Support the schools Training and Development Manager, as required in managing CPLD records
- 6.5 Support the Administration of Target Setting or similar meetings with staff
- 6.6 Be aware of and comply with policies and procedures and report all concerns to an appropriate person in respect of:
  - Safeguarding
  - Health and Safety
  - Confidentiality
  - Data Protection
- 6.7 To provide support for the school's data entry using relevant programmes
- 6.8 To ensure the highest possible standards of e-security as directed by the schools ICT Network Manager
- 6.9 Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.
- 6.10 Undertake these duties within departmental service/school's objectives, policies and procedures and promote the schools Equal Opportunity Policy.

#### 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. The post holder 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
- All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.
- The successful candidate must demonstrate as evidence of their ability to undertake the role and their safeguarding responsibilities.
- The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS

*This job description, and associated responsibilities, is subject to annual review.*

*June 2023*



## Data Manager

### Person Specification

This is a summary of the skills, knowledge and attributes and should be read in conjunction with the job specification.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>● A degree or <b>equivalent</b> qualification in a relevant discipline such as computing, information management, mathematics, statistics etc or equivalent in working experience in leading an organisations Data strategy.</li> <li>● Good literacy skills (e.g. minimum of grade C (4 and above) at GCSE or equivalent) in both English Language and Mathematics</li> <li>● Willingness to complete further accreditations/qualifications appropriate to the post.</li> <li>● Evidence of professional development in a relevant discipline/skill area to the post</li> </ul>	
Knowledge & Skills	<ul style="list-style-type: none"> <li>● High levels of technical skills developed through programming, information analysis or information system development.</li> <li>● A knowledge of leadership and management structures and how they interact with MIS and data reporting.</li> <li>● Ability to apply creativity and innovation when developing reporting strategies</li> <li>● Ability to present information in a clear and concise and accurate way</li> <li>● Advanced Excel skills at the level to use an Excel add in to incorporate Excel as a tool for information analysis and dissemination.</li> <li>● Ability to communicate effectively with a range of staff who may not be familiar with performance indicators and data management</li> <li>● Ability to apply a solution-based approach</li> <li>● An understanding of the principles and characteristics of effective academies</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>● Experience of the development and implementing a data &amp; MIS strategy within a complex organisation.</li> <li>● Experience of producing data within an educational organisation.</li> <li>● Experience of deploying measures to ensure data is of high integrity.</li> <li>● Experience of implementing a MIS/information system or new module within a complex organisation.</li> <li>● Experience of analysing educational performance data to highlight trends and comparisons with national and local benchmarks.</li> <li>● Experience of working in a fast-paced environment and providing the flexibility to deliver to demanding deadlines.</li> <li>● Set high standards and provide a role model for students and staff and take responsibility for own and others professional development</li> <li>● Liaise effectively with other organisations and agencies</li> <li>● Develop, maintain, and use an effective network of contacts, seeking advice and support when necessary</li> </ul>	<ul style="list-style-type: none"> <li>● Successful experience of working in an SEN school with an understanding of how progress for pupils with complex needs is measured</li> <li>● Experience of successfully leading a team</li> </ul>

Personal Qualities

- A passion for education and making a difference
- Excellent communicator
- Effective team member and leader
- Energy, enthusiasm, sense of humour
- Ability to motivate self and others
- Willingness to contribute to the wider life of the SCHOOL.
- Emotional resilience - recognising that working in Education can be a demanding job but approach the challenge positively
- Subscribe to the ethos of the school and go the extra mile in terms of time and commitment to get the very best from their students.
- A flexible approach to work to meet the demands of the role.
- The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.
- Understanding and commitment to the school Single Equality Plan

Please note, we reserve the right to withdraw this vacancy at any time and regret we are unable to contact individual applicants who may be unsuccessful.