



Ysgol Clywedog

Data Manager

May 2023

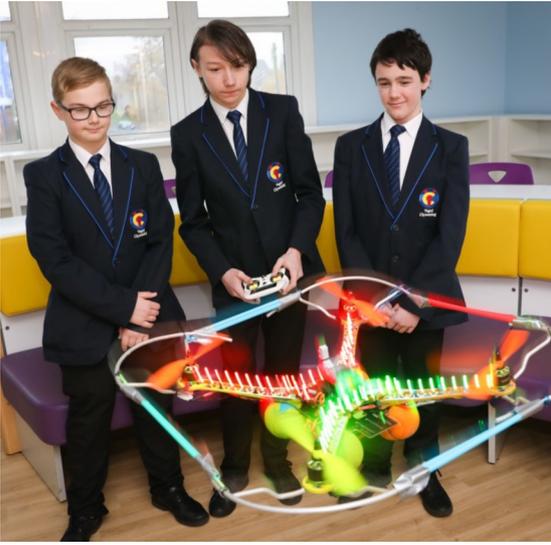
37 hours per week—Term Time plus 10 days

PAY GRADE—LO7 Job ID1965

Closing Date: 9.00 am on Monday 5th June 2023

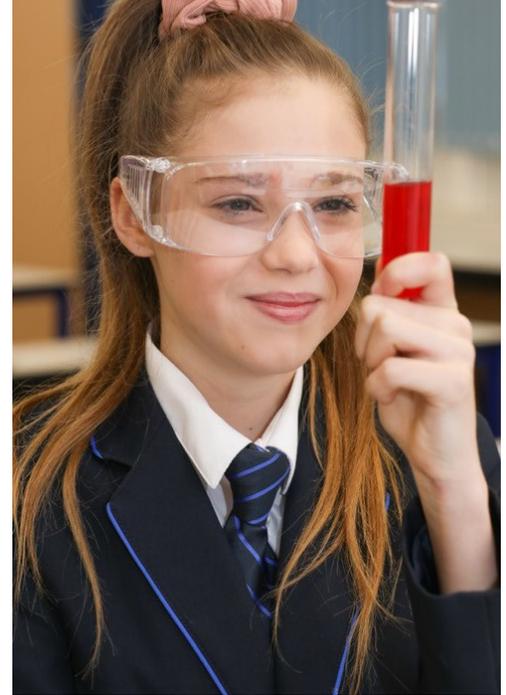
Interview Date: w/c 5th June 2023





At Ysgol Clywedog we aim to work together in securing the best outcomes for every student. Learning is placed at the centre of everything we do and we are committed to empowering students to become:

- successful learners who enjoy learning, achieve and make progress
- enterprising and creative people who contribute fully to life and work
- responsible citizens who make a positive contribution to society
- confident and happy individuals who are able to live safe, healthy and fulfilling lives.



May/Mai 2023

Dear Applicant

We are looking for an energetic, motivated and inspirational Data Manager to join our vibrant school.

Ysgol Clywedog is an 11-16 English medium community comprehensive school, situated on the western edge of Wrexham in attractive grounds with excellent facilities. We are an inclusive school with 820 pupils on roll, including two resourced provisions – Cefnfor supports students with social anxiety issues and Enfys supports students with learning difficulties. Good relationships are a feature of our school and we are committed to the development of the whole child.

Our ethos is firmly based on respect, which is promoted in all aspects of school life. The high quality of our pastoral care and our high expectations of students contribute to a happy and safe environment. At Ysgol Clywedog we are proud of our students and they are proud of their school.

We are very ambitious and pride ourselves on the culture of high expectations and high aspirations that is central to our ethos. We expect every student to achieve their absolute best in their examinations and to involve themselves in the wider opportunities of school life. Every child is encouraged from the start of their school life at Ysgol Clywedog to aim high and to believe that any future aspiration is possible.

Our priority is to continue to improve the quality of teaching and learning and we therefore seek applications from enthusiastic and skilled professionals who are able to contribute positively to an ever-improving school. Please do not hesitate to contact me at the school if you wish to discuss this post in more detail.

I look forward to receiving your application in due course.

Yours sincerely



Mr Alberto Otero
Headteacher

Job Description

Post: Data Manager
Job I.D1965
Pay Grade L07

Job Purpose:

Organise and supervise the operation and delivery of SIMS administrative systems in school. Be responsible for/manage the planning, development and monitoring of SIMS data support services, including data management and reporting. Contribute to the management of examinations, timetabling and whole school SIMS systems. Manage the data and reporting aspect of SIMS and be responsible for training of all teaching staff and relevant support staff in the SIMS systems. Tracking and monitoring selected pupils to encourage achievement.

Main Duties & Responsibilities

Organisation

- be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems, procedures & policies
- line Management responsibilities;
- manage relevant support staff;
- be responsible for the creation and implementation of training/mentoring systems for all teaching staff and relevant support staff;
- hold regular meetings with relevant support and be available to attend teaching staff meetings if deemed relevant.

Administration

- take a lead role in developing and monitoring management information systems;
- determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information
- be responsible for the design and effective operation of assessment and reporting procedures;
- be responsible for the oversight of the timetabling process;
- be responsible for the oversight of whole school base-line assessments, national assessments and examinations process;
- be responsible for the submission of relevant information to SLT, the governing body and outside agencies e.g. DfES.

Resources

- identify the need for, select and manage resources, including management of examinations budget;
- be responsible for the provision of specialist advice and guidance to SLT & governing body etc. on national and local guidelines/policy/statute etc.
- interpret matters of policy/procedure/statute to ensure school is compliant and initiate appropriate action arising;
- identify the need, and be responsible, for securing appropriate licences etc;
- liaising with relevant staff for devising marketing and promotion strategies for the school;
- be responsible for the effective management of all SIMS administration procedures, including responsibility for compliance with regulations;
- be responsible for all teaching staff and relevant support staff training needs with regards to Assessment, Recording, Reporting, Examinations and Timetabling;
- ensuring ongoing development of all teaching staff and relevant support staff with regards to SIMS systems;
- tracking and monitoring selected pupils to encourage achievement;
- liaise with the Site Manager on matters of Health & Safety within the school.

Responsibilities

- comply with and assist with the development of policies and procedures relating to assessment, recording & reporting, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- be aware of and support difference and ensure equal opportunities for all;
- contribute to the development and implementation of the overall ethos/work/aims of the school;
- develop constructive relationships and communicate with other agencies/professionals as relevant to the role;
- participate in training and other learning activities and performance development as required;
- recognise own strengths and areas of expertise and use these to advise and support others.

Contacts

Headteacher

Deputy Headteacher

Business Manager

All Teaching/Non Teaching Staff

Education Authority

Governors

Person Specification

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Item	Essential	Desirable
Qualifications	NVQ 4 or Degree or equivalent qualification or equivalent in relevant discipline; excellent numeracy/literacy skills.	
Experience	several years' experience working in a business environment at a management level.	
Knowledge and Skills	<p>full working knowledge of relevant policies/codes of practice/legislation;</p> <p>ability to interpret advice/statute and to devise policy/practice in the light of these;</p> <p>ability to management a multi-disciplinary team effectively;</p> <p>ability to relate well to children and adults;</p> <p>ability to persuade, motivate, negotiate and influence;</p> <p>ability to self-evaluate learning needs and actively seek learning opportunities</p>	



Ysgol
Clywedog



Completed applications should be returned FAO:
Mrs Wendy Evans, Business Manager via email to:
vacancies@clywedog.org

Or by post to:

Mrs W Evans, Business Manager

Ysgol Clywedog

Ruthin Road

Wrexham

LL13 7UB

Closing Date: 9.00 am on Monday 5th June 2023

Interview Date: w/c 5th June 2023

The successful applicant will be subject to an Enhanced Disclosure and Barring Services check (DBS)

Tel: 01978 346800