



GREYFRIARS
CATHOLIC SCHOOL

I

Data Manager

Data Manager

Thank you for your interest in the role of Data Manager at Greyfriars Catholic School, part of The Pope Francis Multi Academy Company (PFMAC) and Archdiocese of Birmingham.

This exciting opportunity has arisen for an enthusiastic and innovative Data Manager. We are looking for a Data Manager to join our team at Greyfriars Catholic School and contribute to the life chances of the young people in our school community.



Working in a school in any role is one of the most important jobs for our community. How we use data forms a significant part of our ability to do this with intentionality and success right across the school body. This is an exciting time for the school; new leadership at many levels means we are at a point of positive and significant change. This role will allow genuine scope to be part of something ambitious and improve the opportunities and outcomes of students in our school community and there are many ways this role would affect the experience of students in our school.

This is a key post within the school which requires dedication and a highly efficient and responsible approach. The post therefore calls for the ability to work on one's own, to work with a high degree of accuracy and to use judgement and initiative.

Our vision at Greyfriars is that we are a Catholic School that champions students so they can flourish individually and collectively. We champion students through teaching them well and holding them to account when they need guidance and support. We know that working hard and being kind helps students feel personally and academically successful. In this role, you would be their champion.

Please do not hesitate to contact us to seek further information. I will be delighted to personally show you around our wonderful school and discuss this exciting role in more detail.

Yours faithfully

Ms Lyndsey Caldwell

Headteacher

Application Details

We hope you are interested in this exciting opportunity and would like to submit an application form.

To apply for the post of DATA MANAGER, please -

- Fully complete the CES application form, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

For further information please contact the School Business Manager, Sophie Upellini, s.upellini@gfcs.uk Tel: 01865 749933

We reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Interview date: TBC

Job start: ASAP

As we are a Catholic school, applicants must complete the CES application form in order to be considered for an interview. There is no requirement to be Catholic in order to be successful at an interview. We are committed to equal opportunities.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

Greyfriars Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances and our recruitment and selection practices.

JOB DESCRIPTION FOR DATA MANAGER

Reporting to: Director of Raising Standards

Salary Range: Grade 8 Point 18-23 £27,344 - £30,151 per annum (Pro Rata)

Contract Type: Permanent

Working Pattern: 30 hours a week (Part-time hours would be considered) Term Time Only - Plus Two Weeks

Disclosure Level: Enhanced DBS

Overview of Pope Francis Multi Academy Company

The Pope Francis Catholic Multi Academy Company (PFMAC) is a family of Catholic schools in Oxfordshire, who work together to promote the teaching of Christ and the Catholic faith. PFMAC comprises nine Catholic primary schools and two Catholic secondary schools and is an integral part of the Catholic Archdiocese of Birmingham ensuring that the Church's educative mission is fulfilled.

The school was founded by and is part of the Catholic Church. It is one of the formal mechanisms through which the Church's educative mission is fulfilled and is to be conducted as a Catholic School in accordance with the Canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Arch-Diocese of Birmingham. The Head Teacher is the school's leading professional.

Core Purpose

- Developing the schools' use of its data (SIMS) to provide intelligence that enables focused school improvement based on collated and analysed data undertaken in the most efficient and effective way possible. This includes the implementation, management, oversight and control of the School's Management Information System (MIS), including attendance, examinations, assessment and reporting, student and staff records
- To provide support and training for all other administrative users of SIMS to ensure that they follow protocol and procedures in their use of SIMS and their entering and maintenance of students and staff data sets.
- To work alongside the school Network team in ensuring updates to SIMS are planned and implemented correctly and without risk of data integrity being jeopardised.
- The provision and analysis of relevant data for school leaders

Core Duties

Administering the schools MIS (SIMS), identifying and implementing ways in which it can be used more effectively to aid school intelligence and performance.

- To manage the statutory and school-based collection of data to deadlines, and prepare electronic and paper-based reports for staff, pupils, parents and outside agencies.
- Prepare and update electronic mark sheets for collecting assessment data in line with the school assessment cycle and as and when required.
- Create and print interim assessment point reports for parents as part of the school assessment cycle and as required.
- Collate and upload admissions data, primarily for those joining in subsequent year 7 but also for in year joiners as required

Working with the Senior Leadership Team and those responsible for data in developing and managing the school assessment data, target setting and associated data packages, as well as supporting the creation and day to day management of the school timetable and class data.

- Work with staff and the Data and Timetable Lead to develop staff use and understanding of reports to inform intervention both at subject, year and class teacher level.
- Ensure the school data package is efficient and up to date, to create, modify and delete users as required.
- Ensure assessment point data is taken from SIMS to create and provide summary and individual student reports on progress across all aspects of the curriculum and cohorts as required by Senior and Middle Leaders.
- Support staff in the effective use of assessment data and CATs exams and data to inform target setting
- Update and create tracking sheets for a number of stakeholders that show the varying progress of students across the school at student, department and school level.
- Support with the monitoring and updating of sheets that track key students, such as pupil premium.
- Import relevant achievement data on students (such as KS2 scaled scores).

Ensuring that the school meets GDPR requirements.

- Keep both new staff and parents of new students informed on what specific data is held by the school, why it is held and where.
- Ensure stored data is relevant to the schools requirements and limited to what is necessary.
- Ensure that data changes are updated accurately, timely and removed when no longer required.
- Any data breaches by staff to be reported to the Data Manager who will report to the ICO within 72 hours.

Working with staff at all levels and governors of the school to monitor and report on school performance using accurate and relevant data held within the MIS.

- To provide data in a way that is meaningful and relevant to senior and subject teams, including the addition of data to 4Matrix
- To ensure that all school census returns are completed accurately and in a timely manner.
- To support the attendance team across the school

Working with a range of staff to develop the most effective use of ICT based tools to record and report on a range of data sets; to include:

- Development of the SIMS Behaviour module, Lesson Monitor and Attendance modules.
- Work with support partners to develop data use in the school

Where required, support the Exams Officer in ensuring that all procedures and routines relating to examinations are in place and ensure that the school provides the best possible examination experiences to enhance progress.

- Support the central recording of student assessments and target-setting.
- Support the exams officer in the setting up of exams if required using the SIMS software to administer student data for national tests; public examinations and internal school examinations.

Work with the Senior Leadership Team and the Timetable and Data Lead to set up and maintain the school timetable and manage in year changes

- Update student timetables, as required, during the academic year and provide individual student timetables, as required
- Provide administrative support for the school timetabler
- Implement changes for new admissions and in year staff timetable changes

Undertake any other duties of a similar level and responsibility as may be required by the Headteacher/ Office Manager or Senior Leader.

On occasions, support the Deputy Headteacher for Raising Standards with administrative tasks such as updating meetings and calendar items, much like a PA.

Additional Duties:

To continue personal development as agreed. Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protection. To support the school in meeting its legal requirements for worship.

School Ethos

To support the Catholic Ethos of the school. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

To continue personal development, as agreed, and to comply with the school's policies, including Health and Safety, and undertake risk assessments as appropriate.

Person Specification: DATA MANAGER

Experience

- Demonstrable and advanced experience in databases, spreadsheets and software packages, such as Word, Excel etc.
- Experience in a similar role, preferably within a school setting
- Experience of setting up and implementing new systems
- Experience of handling DCSF Statutory Returns preferable
- Experience of a troubleshooting systems problems

Education and Qualification

- 4 GCSEs at C or 4 and above (or equivalent), including English and Maths Relevant Data Qualifications

Skills and Knowledge

- An up to date and thorough working knowledge of a school MIS
- Experience of using and maintaining MIS and associated systems (preferably SIMS)
- A comprehensive understanding of Databases and Spreadsheet software
- Ability to think analytically
- Ability to train other staff on MIS
- Ability to produce meaningful reports from data
- Ability to produce detailed analysis and identify trends from data and reports
- Ability to make recommendations based on reporting and data analysis
- Maintain accurate and up to date personal staff information in MIS and report on this where necessary
- Ability to manage complex administrative procedures
- Effective time-management

Interpersonal skills

- To be a positive member of the Greyfriars team
- Ability to relate to teachers, other professionals, families and students
- Good listening skills
- Ability to work as a member of a team, be flexible, solution-focused and work on own initiative

Other

- Ability to relate to and promote the ethos of the school
- Willingness to undertake training as required
- Optimistic outlook that recognises the complexity of working in schools but the joy that is at the centre of such important work

How this is identified

- Application form/supporting statement
- Interview/presentation
- Review of interview tasks
- References

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.

Employees 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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. 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 employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Print Name:

Signed:

Date:.....

Line Manager:

