



School Data Manager

Start Date: Late August 2023 or earlier

Dear Sir / Madam,

Thank you for your interest in our School Data Manager job vacancy. I do hope that the information within this pack is sufficient.

This is a crucial role for the school, it offers the successful candidate the perfect opportunity to become involved in the support of a wide range of school systems and in turn the welfare and success of young people. The ability to work as a wider team and learn new skills is more important than specific previous experience.

The Market Bosworth School is very proud of its students and staff. We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. We are one of just 18 secondary schools nationally to have been awarded Lead school status for the DFE Behaviour Hub programme. We are proud to be a single academy trust.

We have been recognised as an "Outstanding" school by Ofsted 3 times in 2009, 2012 and most recently in 2018. In 2019, we were named as the best state-funded school in Leicestershire by the "Real Schools Guide". This is an exciting time for our school as we build on our now established GCSE achievements of the last 7 years. In 2022, 75% of our students passed both Maths and English at grade 5 or higher, and exceptional progress (+0.98) was made across the year group.

We are ideally placed for commuting from a wide area, being situated about twenty minutes from Leicester in the rural and picturesque village of Market Bosworth. Whilst the majority of our staff live within Leicestershire, we have a number who commute daily from Warwickshire, Derbyshire and Staffordshire.

We welcome and encourage visitors to school. Please feel free to contact Katie Reynolds on kreynolds@tmbs.org.uk for an informal tour, or more information should you wish. The closing date for applications is Monday 3rd July (9am). Interviews will take place on Thursday 6th July.

Applications are encouraged via email where possible. Please include a covering letter, application form and completed equal opportunities form.

Thank you

Stuart Wilson
Principal

Assistant Principals: Gary Marshall, John Slattery, Emma Ferreri. **Academy Business Director:** Bianca Farrell



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Job advert:

School Data Manager

The Market Bosworth School is seeking to appoint a School Data Manager to join our fantastic support staff team. The successful candidate will play a vital role in the success of our school and will be integral to supporting staff and students in a range of ways. The ability to work as a wider team and learn new skills is more important than specific previous experience.

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In 2022, 75% of our students passed Maths and English at grade 5 or higher. Exceptional progress (+0.98) was made across the year group. We are one of just 18 secondary schools nationally to have been awarded Lead school status for the DFE Behaviour Hub programme. We are proud to be a single academy trust.

For further details, including pay and hours, please visit www.tmbs.leics.sch.uk

The Market Bosworth School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

Closing date: Monday 3rd July (9am).

Interviews to take place: Thursday 6th July

Contact: Stuart Wilson, Principal, The Market Bosworth School, Station Road, Market Bosworth, Leicestershire. CV13 0JT, Telephone No. 01455 290251

“Pupils are polite, well-mannered and respectful. Low-level disruption in lessons is extremely rare. Pupils’ behaviour around school is exemplary.” - Ofsted 2018

Assistant Principals: Gary Marshall, John Slattery, Emma Ferreri. **Academy Business Director:** Bianca Farrell



School Overview

The Market Bosworth School is a wonderful place for students to learn and an inspirational school to work within.

Our most recent Outstanding report was in March 2018, during an unexpected monitoring inspection where it was confirmed that *“You have maintained an outstanding quality of education in all aspects of the School”*.

Academic GCSE achievement and progress has consistently been within the top 10% of all schools since we first converted from a 11-14 school to an 11-16 school in 2014. Our most recent results place us well within the top 5% of all schools nationally on all key government measures. Whilst our academic results have always been exceptional, it is our commitment to the wider curriculum and personal development that we are most proud of.



Currently, we have 830 students and approximately 105 staff. Our rural and pleasant village setting belies our mixed comprehensive intake. Only a very small proportion (approximately 60) of our students live in Market Bosworth, reflecting the older age demographic of the village itself. Other students travel up to 10 miles from a wide and diverse geographical area, including around 100 from Leicester City. In September 2022, we welcomed students from 29 different Primary Schools, with just 7 being our official “catchment” feeders.

Deprivation factors that influence our students are mixed due to that wide geographical intake, but many face issues that would not be expected given our school’s location. For example, nearly a quarter of our students live in the worst national category (out of 10) for the “housing and services” deprivation measure. This is 6 times the Leicestershire average. The villages that feed into the school range from larger villages such as Newbold Verdon, Ibstock and Desford, to smaller communities such as Witherley and Sheepy Magna

“Teachers have excellent subject knowledge and use this to plan activities which inspire and motivate pupils. As one pupil commented, ‘We just enjoy feeding off our teacher’s energy.’ - Ofsted 2018

Assistant Principals: Gary Marshall, John Slattery, Emma Ferreri. **Academy Business Director:** Bianca Farrell

Station Road Market Bosworth Warwickshire CV13 0JT
Tele: 01455 290251 Fax: 01455 292662 Email: office@tmbs.leics.sch.uk Website: www.tmbs.leics.sch.uk



Our Mission

“Educating with care to encourage success for all.”

Our Vision

- The Market Bosworth School is committed to providing the skills and knowledge that will allow learning to be part of a lifelong process, ensuring our students grow into ambitious young adults who are excited about the world around them.
- We are committed to raising standards for all our students, promoting the highest possible achievements, regardless of background or ability.
- We strive to educate with care to enable all students to realise their full potential, both academically and socially.
- We aim to work with students, staff, parents and the community to provide a safe and happy learning environment.



We set Strategic Aims each year that support our Mission and Vision. They form the basis of our annual School Improvement Plan and Self Evaluation where necessary.



We place great emphasis upon developing the whole person through the breadth, balance, and range of our curricular and extra-curricular experiences. Extra-curricular activities include residential trips to Le Touquet, Normandy, Berlin and Bormio (Skiing).

Curriculum enrichment has included debating competitions, sports festivals, vocational visits and theatre visits, alongside day trips to The Skills Show, Oxford University and The Big Bang Science Fair.

“The curriculum provides ample opportunities for pupils to develop their understanding of fundamental British values. They understand diversity and recognise that others may hold values that differ from their own. Pupils are provided with opportunities to develop leadership skills, for example as peer mentors. Pupils enjoy and appreciate these roles. The curriculum ensures that pupils understand how to keep themselves safe in a variety of situations.” Ofsted 2018

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Job Description

Post Title: School Data Manager

Responsible to: Assistant Principal (Student Progress & Personal Development),

Working hours and pay:

Pay grade 8 - 9. £24,501 - £30,078 per annum (Full time equivalent)

37 hours per week

39 weeks plus two additional weeks during school holidays

Actual pay based on above hours and working weeks: £22,045 - £27,063

Job Purpose:

Under the direction of the Assistant Principal (Student Progress & Personal Development), Lead on the management and processing of a wide range of school data, including the following key tasks: Student Reports, Maintaining the school personnel and student database (SIMS), managing the central student performance database (SISRA Analytics), Year 7 Student Admissions, Academic & pastoral student groupings, maintenance of the School academic timetable.

Functional Relationships:

HR & School Services Lead, School Senior Leadership Team, Teaching staff, Year Heads, SENDCO, Students, Admin/Finance staff, Exams and Attendance staff, other support staff as required.

Main Duties and Responsibilities:

- ✓ To ensure the school database system (SIMS) for staff and students is kept up to date and managed in line with best data protection guidance.
- ✓ To liaise with the School HR and Services lead where appropriate to support the data and record management of new, current and historic members of staff in line with GDPR and School policies.
- ✓ To ensure that the school has effective and efficient student assessment, reporting and analysis systems to support teaching and learning.
- ✓ To help develop assessment processes and data analysis at the school.
- ✓ To develop and promote the use of SIMs and Excel to analyse and process internal and external data.
- ✓ To develop computerised student data modelling, through the use of different modules and packages such as Assessment Manager, Exam Manager, Excel, Sistra and internet sources.
- ✓ In response to requests from the Leadership Team, initiate appropriate reviews of policies and activities within the school relating to assessment and data.
- ✓ To provide class, department and school results and reports as requested.
- ✓ To manage the data provided to the teaching staff and ensure it is available in an efficient and user friendly fashion.
- ✓ To ensure that student academic data is entered accurately and on time into SIMS and regularly updated in line with school policy. To ensure that regular audits for accuracy are carried out.
- ✓ To produce reports on individual/group/year performance for the Leadership Team, Subject Leaders, teaching staff, admin team, parents and governors as required.

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The Market Bosworth School

An Outstanding Leicestershire Academy

Principal: Stuart Wilson

Vice Principal: David Beckitt

- ✓ To create/maintain the school database (SIMS) templates, grade sets, mark sheets and report templates, etc.
- ✓ To use 3rd party data and KS2 data to help set academic targets for all incoming students in liaison with the Leadership Team.
- ✓ To respond to developments relating to new SIMS modules and other packages, ensuring that these are implemented within the school's approach.
- ✓ To maintain the confidentiality of individual data as appropriate and ensure security of both internal and external data sources.
- ✓ To provide management information to various stakeholders such as parents, the Governors, the Principal and the Leadership Team as required.
- ✓ To investigate and utilise the most appropriate system of presenting this information using various IT packages.
- ✓ To analyse GCSE results to provide detailed statistical analysis to the Assistant Principal in charge of assessment data and the rest of the Leadership Team before the Student Results Days.
- ✓ With the support of the Vice Principal, to implement the school timetable for all staff and students, using SIMS based packages such as Nova T6 and assessment manager.
- ✓ To complete student allocation to classes to ensure timetables can be printed correctly.
- ✓ To produce a staffing curriculum balance sheet for every new academic year (reviewing and updating it as necessary).
- ✓ With the support of the Vice Principal, to compile option blocks on the new timetable.
- ✓ To analyse student option numbers to determine set sizes.
- ✓ To maintain and update the student timetable throughout the academic year.



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Person Specification – Data Manager

ESSENTIAL	DESIRABLE
High standard IT skills including Software packages i.e. Microsoft Office Highly organised Able to multi task	Evidence of working with or knowledge of Electronic Database systems.
Good general education – GCSEs or O Levels including English and Maths or similar	Evidence of further learning Relevant training within data management or a similar field Clear understanding of GDPR
Excellent communication and interpersonal skills. Able to develop good relationships with staff, students and other stakeholders	Evidence of working with young people and other stakeholders
Proven planning skills Able to predict need	Ability to think strategically and creatively about workload and planning
Self-motivated, ability to work on own for much of the time	Evidence of using own initiative
Ability to work under pressure and react calmly to confrontation	Evidence of meeting deadlines and ability to prioritise
Able to be totally confidential and discreet	
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	

Personal qualities

- ✓ Well organised
- ✓ Diligent
- ✓ Honest and hard working
- ✓ Good sense of humour,
- ✓ Friendly positive manner
- ✓ Loyal

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Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to identify, deter or reject people who might pose a risk of harm to children or are otherwise unsuited to work with them. Safeguarding checks, including online checks, will be undertaken for shortlisted candidates to determine their suitability to work with children and keep them safe. As this post is required to work in "Regulated Activity" an enhanced Disclosure & Barring Service (DBS) check with a Barred list check is essential. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children (KCSIE 2022). Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. All applications will be considered on their merit and the post will be offered subject to satisfactory pre-employment checks. Please see the school website for further information regarding safeguarding. https://www.tmbs.leics.sch.uk/docs/policies/Child_Protection_policy.pdf

Data Protection

Should you be unsuccessful with your application, the school will confidentially destroy your application form after six months of its submission. If you are successful in your application, this information will be kept securely as part of your personal employment record.

References

Applicants must provide the details of two referees. Please ensure that you have permission to provide their details on the application form. One reference should be from your current employer or if unemployed, your last employer. References should be completed by a senior person with appropriate authority. If the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect of any disciplinary investigations. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification. As this post involves working with children, vulnerable adults or dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection stage; even if you indicate otherwise.

Equal Opportunities

We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

Application details and Interview dates:

Closing date: Monday 3rd July (9am).

Interviews to take place: Thursday 6th July

Please complete an application form and send this, together with a covering letter to:

**Stuart Wilson, Principal,
The Market Bosworth School,
Station Road,
Market Bosworth,
Leicestershire. CV13 0JT**

Applications are preferred via email to office@tmbs.leics.sch.uk

If posting via royal mail please ensure you add sufficient postage for your application.

For further information, please contact Katie Reynolds, PA to Principal, on 01455 290251

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