



The West Bridgford School



Data Manager Application Pack



East Midlands
Education Trust



Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

Mr T Peacock B.Sc (Hons)
Headteacher

The West Bridgford School

01st September 2022

Dear Applicant,

Re: Data Manager

Thank you for your interest in the above post. The Governors are seeking to appoint a Data Manager.

Enclosed with this letter are the following:

Copy of the Advertisement
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon, Monday 26th September 2022.

Yours sincerely,

Staff Services Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM



The West Bridgford School

Loughborough Road, West Bridgford, Nottingham

Head Teacher: Mr T Peacock

Tel: 0115 9744488

Email: recruitment@emet.uk.com

Secondary Roll: 1848 including 497 in Post-16

Part of the East Midlands Education Trust



Data Manager

Scale 6, Points 18 – 22, £25,419 - £27,514 per Annum

Permanent, All Year Round

The West Bridgford School is seeking to appoint a highly skilled Data Manager. You will manage all pupil-based personal and curriculum data held on school systems, as well as manage the whole school assessment, data collection and reporting to parents' processes; including liaison with subject areas, the Leadership Team and Governors. You will assist the school Leadership Team in data analysis for the purpose of school improvement and to ensure a high level of customer service delivery for exams administration. Good written, communication and management skills are a must, as is the ability to prioritise and plan your own workload and work on own initiative. The ability and confidence in using IT is essential, and to be the expert on SIMS within the school.

The post holder will be the Data Protection Lead for the school and will be required to have knowledge of current and new Data Protection Laws, full training will be offered where required.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.emet.academy/vacancies or email recruitment@emet.uk.com

Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is at 12-noon, Monday 26th September 2022

JOB DESCRIPTION

Data Manager

Grade:	Scale 6, Points 18 - 22
Salary:	£25,419 - £27,514
Responsible to:	Services Manager/ Deputy Head teacher
Hours of work:	8.00am – 4.00pm (Monday to Thursday) and 8.00am – 3.30pm (Friday) with half an hour lunch (unpaid) All Year Round
Annual Leave:	24 days plus 8 days public holidays - Please note that the annual leave allocation for this post is to be used within the school holiday period.

Other information: Appointments made are subject to the receipt of satisfactory references, and Enhanced DBS check.

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Duties and Responsibilities

- To be the expert on SIMS within the school.
- To be the Data Protection Lead with the Trust DPO, supporting staff with GDPR regulations.
- To manage all pupil-based personal and curriculum data held on school systems
- To assist the Leadership Team in data analysis for the purpose of school improvement
- To manage the whole school assessment, data collection and reporting to parents' processes
- To maintain the school timetable and assist in its production
- To produce and ensure the accuracy of Statutory Returns.
- Work closely with the Exams Manager and support where required.

SIMS Expert

1. Maintain an overview of the pupil and curriculum functions of SIMS
2. Attend relevant training and updates
3. Support and train other staff as necessary
4. Work with members of the Leadership Team to ensure the school makes the best use of SIMS functions
5. Conduct the relevant housekeeping processes on SIMS data
6. Manage the completion of data returns such as School Census.

7. Liaise with School and Local Authority IT support, Data Managers in other schools, and Capita

GDPR

8. Be the Data Protection Lead for the school.
9. To advise the School and its employees about their obligations to comply with the GDPR and other data protection laws.
10. To be the first point of contact for EMET appointed DPO and for individuals whose data is processed.
11. As the Data Protection Liaison, you will respond to all Subject Access Requests.

Whole School Assessment Data Collection Process

12. Manage data collection process
13. Set up timelines for data collection
14. Set up data collection sheets on SIMS
15. Liaise with HODs
16. Communicate process and timelines to teachers
17. Train teachers as necessary
18. Monitor progress of data collection cycle. Chase teachers for missing data. Report problems
19. Produce reports on assessment data for Leadership Team, Directors of Learning and HODs as required

Reporting Progress to Parents

20. Liaise with HODs to produce course descriptors
21. Liaise with Directors of Learning to produce pastoral information
22. Set up timelines for each reporting session
23. Communicate process and timelines to teachers
24. Train teachers as necessary
25. Monitor progress of report session. Chase teachers for missing data. Report problems to HoDs
26. Manage production of completed progress reports
27. Manage and Organise for parental consultation events, including the online booking system.

Timetable

28. Support the Leadership Team and HODs in production of the timetable

- 29. Data entry for the timetable
- 30. Maintain the current timetable and student class data
- 31. Liaise with the Exams Manager to ensure that Course Manager is up to date

Pupil and Parent Data

- 32. Manage the pupil and parent data held in SIMS and ensure it is correct and up to date
- 33. Ensure that new pupil data (on Year 7 transfer and at other times) is entered
- 34. Manage the end of year pastoral promotion
- 35. Work with the Student Services Manager and Exams Manager to support when required.
- 36. Train the Student Services Team & Exams Manager in aspects of the SIMS and Data role, to enable them to be back-up as and when required.

Other

- 37. Working closely with the Exams Manager on complex information, with flexible support.
- 38. Provide back up as and when required by Student Services and Reception
- 39. Assist with the First Aid provision in school and be on the First Aid rota

Undertaking any other duties which may reasonably be regarded as within the confines of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Signed:

Dated:

PERSON SPECIFICATION
Data and Student Services Manager

<u>Qualifications/training</u>	
Attended Capita SIMS training.	Desirable

<u>Experience</u>	
Experience in the management and analysis of organisational data-sets.	Essential
Knowledge of Data Protection rules and regulations	Essential
Knowledge and understanding of school timetabling and appropriate systems	Desirable
Knowledge and understanding of school data and appropriate systems	Desirable

<u>Skills</u>	
Good organisation skills	Essential
Good record-keeping skills	Essential
Good data entry skills	Essential
Good communication and telephone skills	Essential
Management of teams	Desirable
The ability to use a variety of schools specific ICT packages	Desirable
The ability to use a variety of general ICT packages, specifically MS Excel.	Essential
Aptitude for working with statistical information and data	Essential
Ability to process information and meet deadlines required by the school	Essential

<u>Qualities</u>	
Suitable for work with children	Essential
A commitment to being part of, and contributing to, a team.	Essential
Enthusiasm for working with children of all ages	Essential
Willingness to continue learning and developing the role to meet the changing needs of the school	Essential
Accuracy and attention to detail	Essential