



Newsome Academy

DATA MANAGER

CANDIDATE RECRUITMENT PACK



Recruitment Pack Contents

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A proud member of



Information about our Academy



Best Wishes,
Dean Watkin, Headteacher,
Newsome Academy

It is a privilege and a source of great pride to serve both the school and wider community at Newsome. We work closely with the community, parents and carers to make sure everyone is part of our journey to continue to raise standards and create a school where everyone counts; where everyone has the chance to succeed, to discover themselves and learn how to lead a life of integrity, respect and happiness. It is vital that everyone in the community has a voice and knows that they are listened to, including pupils, staff and parents and carers.

Newsome Academy is an aspirational and inclusive school. We believe in the potential of every individual to make exceptional progress from their starting points and to thoroughly enjoy their time at our school. We believe that the wellbeing and happiness of every child is essential and the needs of our children are at the heart of everything we do. Our journey is focused on having very high expectations. It means ensuring children who are successful and strive to achieve their best, know they are valued, believe in themselves and have respect for others. We aim to consistently promote fundamental British values and pupils' spiritual, moral, social and cultural development. **You will hear the word 'family' mentioned a lot and we operate very much in this way.**



Information about the Role and Department



DATA MANAGER

- **Contract term:** Permanent Position
- **Salary:**
 - Scale 5 (SCP 22-25)
 - Actual Salary - £24,868.42
- **Contract type:** 37 hours per week, term time plus 15 days - 5 INSET days and 10 additional days (one being the day before GCSE exam results day and one being GCSE exam results day, others to be negotiated between employee and Line Manager)
- **Start Date:**
 - As soon as possible
- **Closing Date for Applications:**
 - Friday 30th September 2022 at 9am
- **Interview date:**
 - W/C 3rd October or 10th October 2022

Are you a talented professional looking for a new challenge?

We are seeking a highly enthusiastic and motivated **Data Manager** in our awesome Academy. The post is crucial to the smooth running of our central services administrative team, offering high quality support to our school community of students, staff and families. As Data Manager, play a key role in ensuring the data and administrative functions of the Academy work efficiently and effectively. You will be a strong team leader with relevant experience of working in a school and managing the day to day running and procedures of a busy office. You will have strong administrative, organisational and ICT skills as well as having excellent communication skills, a can-do attitude and the ability to remain calm under pressure.

Department Information

- You will be working closely with a warm and supportive team - primarily the Headteacher and the wider Senior Team. You will also work in collaboration with the wider Central Services Team.

Support and Opportunities

- We invest in and support our staff and over the last 12 months there has been a number of internal promotions.
- We support outward facing initiatives through promotion of school visits and CPD training. We also have opportunities for colleagues to gain wider experience in whole school initiatives and this has supported the promotion of a number of internal appointments over the past 12 months.

Exploring our lovely Academy Further...



Joining a new school is a huge thing and it is important to get a feel. Take a look at our website and the video links which give a flavour of what our Academy is like:

- Get a feel for our Academy by visiting our website.
- Check out our Twitter feed on our homepage or by adding us (@NewsomeAcademy)
- Take a look at our [parental welcome video](#) by the Headteacher.

Job Description

Purpose

- We are seeking to appoint a highly motivated and innovative Data Manager to join our ambitious and forward-thinking team. The candidate will work closely with the Senior Leadership Team in developing and maintaining data tracking and analysis systems to positively impact on student progress. They will also lead the development and maintenance of our Management Information System (MIS), currently SIMS, across the Academy.

Key duties and responsibilities:

System Management

- Lead the development and maintenance of the Management Information System (MIS), currently SIMS, across the Academy – ensuring all data is up to date, accurate and available.
- Be an expert in the use of relevant ICT software, including but not limited to – SIMS.net, FFT Aspire and 4MATRIX
- Take a lead in the development and maintenance of information systems. This will include but not be limited to, developments in the MIS (attendance, analysis, Census, progress reports) and data packages (4Matrix – population and organisation/maintenance of data)
- Be innovative regarding the efficiency and effectiveness of Academy information systems, taking into account planned system developments and opportunities to improve working practices. This will include regular meetings with the line manager to analyse strengths and areas for development in the existing usage as well as exploring lesser used parts of the package.
- Be the principal contact with the MIS provider, reporting any issues and ensuring prompt and appropriate resolutions
- Develop training materials in order to ensure "non-data specialists" can translate data and use for impact

Reporting/Data

- Ensure the completion of the relevant statistical data to the Trust and external bodies. This will include but is not limited to: Census, Pupil Census, analysis data related to Academy performance
- Generate and check Census reports and deal with any errors
- Be responsible for completion and submission of complex form returns to/from the Trust
- Co-ordinate internal baseline assessments and progress checks – including CAT4/NGRT and reading tests, linking to student target setting in line with statutory/Trust requirements
- Ensure all staff meet deadlines for statutory and Academy reporting
- Develop information and resources to support the completion of grade collections in line with data collection points.
- Produce and monitor assessment templates for staff data entries
- Work closely with Academy support staff to ensure that data is entered in a standardised manner on SIMS and provide support and training as necessary
- Support the production of the Academy Assessment, Recording and Reporting Calendar
- Support Senior Leadership and other colleagues as required in the production of student progress reports
- Administer the production and distribution of student progress reports to parents for each year group in line with the assessment calendar.
- Manage the smooth transfer of data between systems, such as SIMS and 4Matrix

- Show initiative and provide additional support, such as bespoke reports for line manager/SLT
- Research and implement problem solving solutions and/or strategies to support Academy improvement

Data Protection

- Ensure information systems are secure and meet data protection requirements
- Liaise with the GDPR lead to ensure that Trust guidance regarding data protection is adopted and that GDPR compliance is closely monitored
- Assist in the management of subject access requests, ensuring that statutory timescales are met within the Academy response
- Support the Academy GDPR lead in ensuring the Academy and its staff are aware of up to date GDPR regulations and how legislation impacts them

Examinations

- Provide support for data relating to examinations, working collaboratively with the Exams officer – particularly regarding entries and results
- Prepare and provide external examinations results analysis as soon as results are released, particularly in relation to the Year 11 Summer exam series
- Ensure the MIS (SIMS) is used appropriately in order to assist the Exams Officer with the completion of accurate examination entries in line with Academy protocols
- Ensure the MIS is set up to enable results to be downloaded/uploaded smoothly from awarding bodies
- Be available on results release day and results day to support in the collection and production of the Summer series exam results
- Support SLT with the production of exam results
- Support the Exams Officer in identifying rooming and staff availability
- Support the Exams Officer to ensure the efficient administration of external examinations
- Work with the Exams Officer to ensure accuracy of entries and any amendments
- Be a back-up for the Exams Officer in the case of any absence

Timetable

- Set up and allocate students to classes, groups and courses
- Support in maintaining the timetable, with in-year transitions, including changes that need to be made due to in-year staffing changes

Administration

- Download and import Common Transfer Forms (CTF) for all admissions and examinations
- Work with Academy support staff to ensure all student records are accurate and up to date in line with pupil census guidelines
- Oversee on/off roll processes and ensure that all Academy and legal requirements are met, such as generating CTF's

- Source and import Key Stage 2 & Key Stage 3 results from Key to Success
- In the absence of the Cover Manager, be responsible for organising the daily 'cover' in Sims.net.
- Manage complex administrative procedures

Please note that this is illustrative of the general nature and level or responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out, which would be determined by the Line Manager or Head teacher.

All members of staff are expected to:

- Develop excellent working relationships with colleagues internally, centrally and externally
- Have proper and professional regard for the ethos, policies, and practices of the school
- Have regard for the need to safeguard pupils' wellbeing and health & safety by following relevant statutory guidance, along with school policies and completing mandatory training on an annual basis
- Demonstrate positive attitudes, values and behaviours
- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date
- Support equal opportunities measures and promote anti-discriminatory practice
- Ensure any documentation produced is to a high standard and is in line with the in-house style
- Participate in the Academy's Performance Management process
- Participate in appropriate CPD with the agreement of your Line Manager

Person Specification

Skills and Abilities	Essential (E) Desirable (D)	Demonstrated at Application (A) Interview (I) Test (T)
Ability to manage workload and prioritise tasks to meet deadlines, using initiative and being proactive	E	A, I
Excellent organisational skills	E	T
Ability to be clear and assertive whilst remaining calm, composed and tactful	E	I
Strong communications skills, both written and verbal, including the ability to vary content to suit different audiences and channel	E	T
Ability to work flexibly and support the work of others as required	E	I, T
Meticulous attention to detail and accuracy	D	A
Excellent customer service skills, with a “people and service” ethic	E	A, I
Knowledge and Expertise		
Experience of managing data in a school	E	A, I
Proficient in the Microsoft Office suite	E	A, T
Experience of working with databases	D	A
Experience of GDPR regulations	D	A
Experience of delivering administrative tasks, including fielding enquiries, preparing correspondence, data inputting and record keeping	E	A, T
Experience of working within an education environment	D	A
Personal Attributes		
Process driven, target orientated and demonstrates responsibility	E	I
Enthusiastic, adaptable, pro-active and ability to use initiative	E	I
Calm, efficient, and polite manner, able to work under pressure without losing these qualities	E	T
Ability and desire to work as part of a team as well as lead a team	E	I
Willingness to learn to new skills	E	I

An understanding of safeguarding principles and practice	E	I
A positive attitude towards education and young people	E	I
Diplomatic, discreet and able to maintain strict confidentiality	E	I

Information about our Multi-Academy Trust (Impact)



Best Wishes,
Mick Kay, Chief Executive Officer
& Accounting Officer

I am proud to welcome you to Impact Education Academy Trust. The Trust is on a mission to improve the life chances of children and young people and improve social mobility for the disadvantaged. Our vision is to be a Trust where hearts and minds connect; values-driven partners working collaboratively to ensure education impacts positively on students, families, communities and staff. Impact Academies are aligned to the Trust Mission, Vision and Aims. Our Academies have individual identities which reflect the diverse communities they serve. They have the autonomy to create, explore and learn from different practices and our Headteachers believe that leadership and personal accountability are founded on self-direction and reflection. We believe that collaborative leadership and strong partnership development can lead to significant positive impact on the quality of education through sharing the best collective practice. Our values of Heart, Mind and Connect underpin everything we do and our Core Principles and Aims articulate how we will live these out.



Our Trust. Our Family.

Where Hearts and Minds Connect



4200 students | 630 staff | £25m budget



Our Vision	Our Mission
A Trust where hearts and minds connect; values-driven partners who work collaboratively to ensure education impacts positively on students, families, communities and staff.	Impact Education Multi Academy Trust is on a mission to improve the life chances of children and young people.

Core Principles - Our 'Golden Threads' throughout the Trust 'Family'...

<p>Values Driven Impact Academies are communities where hearts and minds connect. Each Academy is built around a clear set of values which are focused on transforming the lives of our students.</p>	<p>Learning & Research Focused Impact Academies transform learning through high quality teaching, coaching and using what works best from research. Academies are on a journey of continuous improvement, whilst ensuring students and staff wellbeing is at the heart of our work.</p>	<p>High Expectations Impact Academies transform learning through high quality teaching, coaching and using what works best from research. Academies are on a journey of continuous improvement, whilst ensuring students and staff wellbeing is at the heart of our work.</p>	<p>Collaborative Leadership Impact Academies provide clarity of vision which will enable us to develop shared goals with leaders feeling empowered to share their skills and knowledge for the benefit of the wider trust. Our leaders will inspire, motivate and lead with emotional intelligence.</p>	<p>Effective Relationships Impact Academies place the development of effective relationships at the heart of their work. How we connect with each other, the community, culture, our learning and the wider world is the foundation of everything we do. Our relationships are built on mutual respect, professional trust and challenge.</p>	<p>Development Opportunities Impact Academies invest in the personal development of students and professional development of staff. Impact Academies provide all students with opportunities to make contribution to their communities and beyond.</p>
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**WE LOOK
FORWARD
TO HEARING
FROM YOU
SOON.**

Impact
Education
Multi Academy Trust



