

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE **Data Manager**

Are you an enthusiastic and suitably experienced Data Manager?

SALARY

Pt 29 – 33
(£33,486 – £37,568)
(£31,145.33 – £34,942.00
pro rata)

Then this will be the job for you.

TERM/ HOURS

37 hours per week -
Term Time (+15 days).

We are looking to appoint a Data Manager to lead data management and admissions within our school.

This post provides a fantastic opportunity to work within a high-performing, 11 to 18 grammar school with a large sixth-form and exceptional students.

CLOSING DATE

8am Wednesday 11th May
2022



HECKMONDWIKE
GRAMMAR SCHOOL

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.



HECKMONDWIKE
GRAMMAR SCHOOL

Data Manager

Department Information

We are looking to appoint a highly motivated and suitably experienced Data Manager who will work closely with the Senior Leadership Team in a successful 11-18 grammar school.

We are looking for a proactive and highly motivated Data Manager who has an in-depth knowledge of Excel and the school's Management Information Systems (SIMS) and can demonstrate meticulous attention to detail. You will have responsibility for all school data, including assessment recording and reporting, providing detailed analysis and attainment progress reports for the whole school community. The Data Manager plays a leading role in school admissions and the entrance examination.

This is an ideal opportunity for a current Data Manager to broaden their skills and experiences in a large high performing school.

A brief outline of the role would be

1. Plan, implement and monitor systems and timescales for all aspects of data within the school, ensuring that all systems are maintained and that time is used effectively and efficiently.
2. Monitor the academic performance of the school through external data sources used as the main national accountability documentation.
3. Ensure assessment grades and data is presented for Subject Leaders, Achievement Leaders and senior staff to evaluate.
4. Prepare detailed analysis of results promptly for the Headteacher and leadership team.
5. Ensure grades and reports are promptly and accurately reported to parents in accordance with the school's assessment, recording and reporting policy.
6. Manage school data systems and software packages such as SIMS, ClassCharts, SISRA, etc.

7. Manage the registration process for the Year 7 Entrance test including leading the preparation, planning and the conducting of the entrance examination.
8. Provide analysis and presentation of entrance examination results data, including the ranking of students in line with the school's admissions policy.

Full training will be given to the successful candidate for points 7 & 8.

Specific responsibilities are set out in a detailed job description.

The successful candidate will need to be flexible and hardworking with excellent organisational skills and the ability to meet deadlines. Driven by your passion for data and information, you will enjoy sharing your knowledge with others, including through training.

Knowledge of school management and data systems is essential to this post.

You will need:

- to believe in our school values of Respect, Responsibility and Excellence and follow our school ethos embedded in our motto of 'Nil Sine Labore' - Nothing Without Work
- a positive, can-do attitude
- the ability to change priorities at short notice
- good communication skills, both written and spoken
- the ability to take initiative and work independently as well as part of a team
- to have good organisational skills
- suitability to work with children

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Why Should You Apply?

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the highest quality. We work effectively with the young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go.

In return, we offer a competitive salary and membership to a Local Government pension scheme.

How Should You Apply?

If you are interested in this position then please visit the vacancies section of our website www.heckgrammar.co.uk/vacancies.

Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

Further information about the school is available on the school website www.heckgrammar.co.uk

If you would like an informal discussion about this post, prior to submitting your application, please contact Dan Peacock on 01924 402202 or email dpeacock@heckgrammar.co.uk

Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.



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