



**TheNorth**  
school

**Systems Manager**  
INFORMATION



## CONTENTS

The North School	Pg 3
Job description	Pg 4
Person specification	Pg 6
Overview of Swale Academies Trust	Pg 7
Application process	Pg 8
Safeguarding	Pg 9





Dear Applicant

Thank you for showing an interest in the post of Systems Manager at The North School.

This is an extremely exciting time to join The North School on its journey to be outstanding. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

The North School achieved excellent exam results in 2022 and as part of Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team.

The successful candidate should possess a willingness to play a full part in the life of the school with regard to supporting our excellent student support team. As a key member of the team you will keep abreast of developments in your areas and think creatively and constructively to ensure students, staff and visitors receive the highest standard of support.

The successful applicant will be adaptable, efficient, able to work on their own initiative, have the ability to work methodically with accuracy and attention to detail, be able to understand the full range of duties associated with the role and possess a confident, friendly manner.

I want The North School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

Yours sincerely

MRS CLAIR ELLERBY  
Headteacher



# JOB DESCRIPTION



**Job Title:** Systems Manager  
**Responsible to:** Deputy Headteacher  
**Grade:** SAT 8  
**School:** The North School

## **Purpose of the Job:**

To provide a high standard of effective and consistent systems and analysis with the minimum of supervision to help the Deputy Headteacher raise standards across the school. To assist the Deputy Headteacher to make the best use of time by dealing with the principal accountabilities listed below with discretion and confidentiality.

To manage all duties surrounding the administration and analysis of systems and data within the school.

## **Key Accountabilities**

- Develop and oversee the use of systems such as:
  - Assessment Manager
  - Curriculum Manager
  - Course Manager (Sixth Form)
  - Performance Analysis
  - Bromcom
  - SISRA
  - IDSR
- Develop and oversee the collection, compilation, analysis and communication of school data via external agencies:
  - Management Information Services
  - EMS Online (Census, Teacher Assessment, FFT data)
  - GL Assessment (CAT)
  - FFTOnline
  - RAISEOnline
  - Achievement & Attainment Tables (DfE)
  - ASP
  - Ofsted
- Create reporting analysis to the Governors, Senior Leadership Team and official external bodies to help inform strategic leadership of the school.
- Work with the Leadership Team, Subject Leaders, Learning Leaders, Community Teams, Exam Officer, and official external advisors / inspectors regarding the management of school data.



# JOB DESCRIPTION



- Oversee the Data Management of:
  - Attendance
  - Admissions
  - Behaviour and Achievement
  - Examinations
  - Exclusions
  - Extended Services
  - SEN
- Oversee the production of lists / reports for all subject teachers to ensure that all students receive timely and accurate assessments in line with the ARR calendar.
- Oversee the development of the Annual Reporting Systems to ensure accurate, appropriately stored and easily retrievable individual reports for the students on roll.
- Lead and manage the production of individualised timetables for the students on roll, to ensure that students can undertake their chosen subjects and to ensure that appropriate teaching staff and rooms are available.
- Produce and co-ordinate the census return three times per year.
- Ensure all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.
- Process, input and extract information and statistics from school's database systems as required and prepare reports for the line manager or headteacher as required.
- Assist with other administrative duties to ensure that the school runs effectively and efficiently.
- Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.
- Contribute to the development of administration policies and procedures.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.

## Other Duties and Responsibilities

In addition all members of the school community are expected to:

- Display a commitment to child protection and safeguarding. Reporting to the Headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety, welfare and security, confidentiality and data protection, reporting all concerns to the appropriate person.

The main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required as directed by the SLT.



# PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Qualifications	NVQ Level 3 or higher.	E
	Bromcom net database qualification.	D
Experience	Proven administration experience.	E
	Proven experience in use of google suites and / or MS applications including Word, Excel, Powerpoint and Access.	E
	Experience of data gathering, reporting and analysis – preferably in a school setting.	E
	Experience of using Assessment Modules in Bromcom or other school systems.	D
Skills and Abilities	Ability to work in an organised and methodical matter.	E
	Ability to forward plan, prioritise and meet deadlines.	E
	Attention to detail and ability to maintain accurate records.	E
	Ability to summarise, analyse and interpret numerical data to identify issues / trends and patterns.	E
	Ability to manipulate data to produce written / numerical and graphical reports.	E
	Ability to develop and review systems of work.	E
	Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
	Ability to take personal responsibility for organising day to day workload.	E
	Ability to work effectively and supportively as a member of the school team.	E
Knowledge	Demonstrate a basic understanding of the work of a school.	E
	Demonstrate a good understanding of school data and assessment recording / reporting requirements.	E
	Demonstrate an understanding of confidentiality and child protection issues in a school setting.	E



Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

## Swale Academies Trust – Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Jo Manning  
The North School  
Essella Road  
Ashford  
Kent  
TN24 8AL

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST  
ASHDOWN HOUSE  
JOHNSON ROAD  
SITTINGBOURNE, KENT  
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