



DATA MANAGER

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



Letter from the Executive Principal

Dear Candidate,

Thank you for your interest in this exciting role within our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded Individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the analytical skills to help us assess the impact of the work we do, we would love to hear from you.

Kind regards

Mike Wilson

Executive Principal

St Gregory's Catholic School & St Simon Stock Catholic School



St Gregory's students make the world a better place

School vision and values

Our Vision

We provide the students in our care with a world-class Catholic education. We guide our students to understand their own unique value and dignity. Inspired by the life of St Gregory, we empower our students to approach, with vigour, the opportunities of their education; to recognise and realise their potential as servant leaders and use their discernment to choose how they will make the world a better place.

Our Aims

With Christ's **love** at the centre of all that we do, students;

- **live** life to the full
- **learn** all they can about their world in order to
- **lead** lives which change it for the better

Students accomplish this because our curriculum:

- is appropriately ambitious for all our students, including SEND and Disadvantaged students
- is progressive, interleaved and sequenced to develop knowledge and understanding
- provides opportunities to develop and strengthen literacy across all curriculum areas
- provides opportunities for reading
- promotes opportunities for the development of strong relationships, healthy lifestyles and good wellbeing
- challenges students to apply their knowledge and make informed decisions
- teaches our students how to learn and develop scholarly habits so that they become confident, independent learners
- promotes a learning environment in which students discover and develop new talents helping them to become well-rounded individuals
- provides world class opportunities in our schools' four pillars enabling students to gain a strong understanding of how to achieve success through balance in their lives

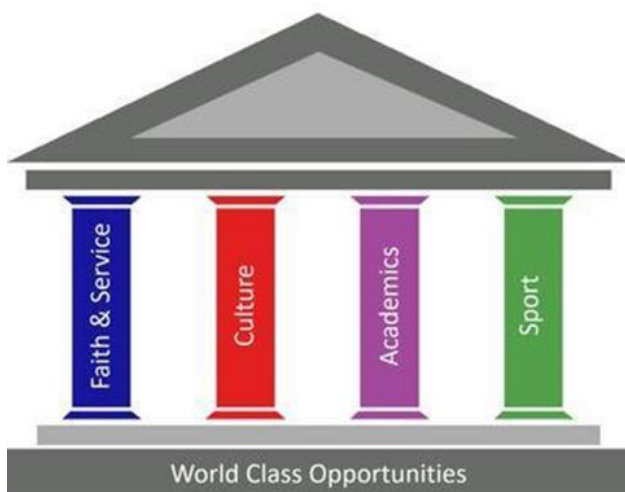
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School vision and values

These pillars provide a framework to focus students as they set ambitious goals for their future.

Our aim, through our curriculum is to develop young people:

- who are happy and feel fulfilled
- who have the confidence, resilience and knowledge to build relationships, pursue active and healthy lifestyles and stay mentally healthy
- who are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- who know how to learn and evaluate their own strengths to make progress
- who can make and articulate informed decisions and are aware of their rights and responsibilities in a global society
- who demonstrate respect, compassion and empathy towards the beliefs and values of others
- who possess the cultural capital they need so that they are not disadvantaged by the social context in which they live



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About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 25 academies of which 20 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



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Role description

We are looking to appoint an enthusiastic and talented Data Manager, ideally from an educational background, to assist the Data and Examinations Teams at St Gregory's Catholic School in Tunbridge Wells. The successful candidate will report directly to the Cluster Data Manager and Assessment Lead providing data management and analysis with a focus on assessment tracking and reporting and supporting timetabling therefore making a substantial contribution to the development of the school.

The successful candidate will have strong data management experience, the ability to work on their own initiative and have a positive and proactive approach. The ability to communicate data clearly and concisely with a range of individuals, excellent organisational skills, accuracy and attention to detail, combined and the ability to work well under pressure to tight deadlines is essential. Experience of using SIMS would be essential with a clear understanding of the principles of Data Protection.

This a full time, all year-round role however, flexibility will be offered to the right candidate.

Benefits of working at St Gregory's Catholic School

- A supportive and caring working environment for staff and students and a school wide focus on wellbeing.
- Dedicated and bespoke CPD time for all staff and personal development opportunities
- Access to our Fitness Suite
- Access to Kent Rewards Scheme
- Generous Pension Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources

Our Offer:

We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.



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Job description

Job Title:	Data Manager
Salary Grade:	KR 8/9 (depending on experience and expertise) (£26,598 - £30,333/£30,485 - £34,693)
FTE:	Full time (52 weeks), 37 hours per week
Line Manager:	Cluster Data Manager & Assessment Lead

Purpose of Job:

- To produce statistical analysis of student performance and progress, from internal and external data sets, from KS3 to KS5.
- To ensure that the school's computerised assessment data is maintained to the highest standard using the MIS software.
- To ensure the efficient operation of assessment across the school.
- To support the production and maintenance of the timetable under the direction of the timetabler.
- To support all analytical data collection and processing within the school.
- To contribute to the promotion of the general progress and well-being of students and staff within the schools.



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Job description

1		Assessment Data Management
1.1	Planning and Organising	Plan, in consultation with the Senior Leadership Teams (SLT) and Assessment Leads, the assessment model and lead its implementation in school's MIS for the collection of student assessment data.
		Ensure that assessment templates are built and ready for staff before data collection windows open.
1.2	Target Setting	Ensure that student prior assessment (KS2) Entry tests (CATS) and attainment target data (FFT and ALPS) are entered into the school's MIS on admission and available for staff. Provide 'mop-up' of data for in-year admissions.
		Advise the Assessment Leads on the target setting process and ensure the implementation of the agreed strategy.
1.3	Collection	Organise the data collection for KS3, KS4 and KS5 termly reports to parents/carers and annual reports.
		Producing Assessment templates for staff entries
1.4	Analysis	Analyse termly Progress Data using 4Matrix, ALPS and Excel.
		Develop and implement the strategic and operational data analysis systems to support in depth analysis of subject, staff, student and curriculum performance; as part of each self-evaluation process.
		Provide analysis reports as directed by SLT.
		Advise the SLT on changes in accountability measures and other assessment related issues.
		Create analysis of public examination data following the publication of results and the production of summary reports for a range of audiences.
1.5	Reporting	Ensure data is distributed in line with the published assessment calendar.
		Produce assessment data for statistical returns to the Department for Education, the Local Authority and other external bodies as directed.
2		Management Information System Support
2.1	SIMS Development	Develop and enhance the use of the MIS at St Gregory's Catholic School's MIS.
		Provide guidance to staff in relation to the effective use of MIS and the interpretation of data reports.
2.2	Maintenance of SIMS	Build reports within the MIS as required.
		Ensure the end of year procedures in the MIS at each academy are completed.
2.3	Housekeeping	Create and maintain each new Academic Year.
		Perform Annual SIMS Housekeeping tasks (Deleting old student data, unlinked people and contacts in line with GDPR requirements).
3		Census Data
3.1	Student and Workforce Census	Co-ordinate the production of the schools' census reports, with operational responsibility for St Gregory's Catholic School's census returns, ensuring that data is accurate and complete.
		Advise on the completion of Post 16 learning aims and learner hours sections of the census. Produce the return for checking by the Executive Principal and Principals before submission.
5		Timetable & Curriculum
5.1	TT Amendments & Class Lists	Use Curriculum Allocation to build class lists for the new year working with Heads of Department.
		Support the production of the timetable in liaison with the timetabler
		make minor mid-year changes to timetables within SIMS
		Perform all in year curriculum movements of students / class list changes

Job description

6		Other Academy Data Systems
6.1	Wider School Data Analysis	Develop Analyses within Excel, as required, to facilitate the analysis of data.
		Contribute to the effective use of other data systems within the Academy as directed.
		Assist with development and implementation of other Academy data systems.
7		Safeguarding and General
7.1	Safeguarding	Develop Analyses within Excel, as required, to facilitate the analysis of data.
		Contribute to the effective use of other data systems within the Academy as directed.
		Assist with development and implementation of other Academy data systems.
		To uphold the Staff Code of Conduct and policies in respect of child protection and safeguarding
		The provision of a safe environment in which children and young people feel heard.
		Creating positive relationships with students premised on mutual trust and understanding.
		Being aware of the indicators and symptoms of abuse.
		Ensure vigilance in recognising changes in behaviour or mood.
		Supporting the Designated Safeguarding Lead.
Reporting concerns regarding abuse.		
7.2	General	Ensure that data is, in accordance with the GDPR, fairly and lawfully processed, secure and not transferred without adequate protection.
		Ensure own professional competence remains sufficient to provide effective support by seeking support for your practice and development.
		Attend training including the Academy's Training Days.
		Participate in the Academy's Performance Management process.



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Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	GCSE English and maths at A*-C or level 2 equivalent	E
	Level 3 qualifications	E
Skills, Knowledge & Experience	Experience of SIMS or similar, especially Assessment Manager, Reporting, Profiles, SIMS Discover, Course Manager	D
	Working knowledge of external Analysis systems – 4Matrix/ALPS including setting up data drops and uploading from SIMS	D
	Excellent knowledge of Assessment Individual Report creation and Profile Report creation	E
	Excellent ICT skills including Excel	E
	Excellent statistical and analytical skills	E
	Excellent organisational skills	E
	Good communication skills	E
	Experience of using Excel for data analysis	E
	Experience of producing accurate analysis of data	E
	Experience of presenting information in a variety of formats to a range of different audiences	E
	Understanding of the practical application of Equal Opportunities in an Academy context	E
	Experience of working in an all through school or academy setting	D
	Good Microsoft Office Skills – Word, PowerPoint etc.	D
Personal Qualities	Good communication skills	E
	Ability to work alone or as part of a team	E
	Ability to prioritise work and deliver deadlines	E
	Attention to detail and methodical	E
	Systems development skills	E
	Ability to show initiative	E
	Ability to work effectively with a range of people	E
	Responsive to the needs of the wider school community	E
	Able to present ideas and data to a wide audience	E
	Ability to reflect	E
	Ability to form and maintain appropriate relationships and personal boundaries with children	E
Emotional resilience in working in a range of challenging situations	E	

Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach: [Click here](#)

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: Friday 21 April 2023

All applicants need to have the Right to Work in the UK to be considered for this role.

This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service.

We are an equal opportunities employer.



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