



 **SMITH'S WOOD**
ACADEMY

DATA MANAGER
(Fixed term 1st September 2018-31st
August 2020)

Candidate Information Pack

PART OF THE FAIRFAX MULTI-ACADEMY TRUST



WELCOME - *CEO of the Trust and the Head of Academy*

Dear Candidate

Firstly, thank you for considering joining one of the Academies within the Fairfax Multi-Academy Trust (FMAT).

Fairfax Multi-Academy Trust was established in 2014 and is grounded in the values, established over 60 years ago, of the founding MAT School – Fairfax.

I joined Fairfax in 2007 and like you, had a choice about where to work. I came to Fairfax because I believed in its values: tradition; excellence; ambition; dedication; integrity. Gordon Philpott, the founding Head Teacher of Fairfax, was passionate about social mobility. He believed that all of his pupil's, many of whom would be considered disadvantaged today, deserved nothing less than excellence. I knew there was no better school to join if I wanted to make a difference. It is the very same inspiration that continues to drive our teachers, leaders, governors and support staff across the Trust today. We are looking for individuals who share our drive and ambition to make a difference to the lives of our pupil's.

I do hope you find this pack informative and I look forward to hearing from the Head of Academy about your application. You will be joining an organisation that can offer you many opportunities to progress and make a difference!

Yours sincerely,

Chris Stevens
Interim CEO | Fairfax Multi-Academy Trust

Dear Candidate,

Thank you for expressing an interest in Smith's Wood Academy.

At Smith's Wood we do things *the Smith's Wood Way*. This means that we strive for excellence in all that we do; we are dedicated and ambitious for ourselves and each other. We truly believe that there is dignity in hard work and effort and we believe in taking a traditional approach – manners, courtesy and respect are integral to our work. We believe in being open and transparent and in working with absolute integrity. I am proud to say that this is a school where staff and students support each other and take collective responsibility.

Having converted to an Academy on 1st April 2017 Smith's Wood is currently at a pivotal point in its long history; this is an exciting opportunity to be involved in transforming the future direction of Smith's Wood to make it one of the leading schools in the country. I am relentless in my drive and ambition to improve the outcomes for all who choose to join us on our journey.

Smith's Wood Academy is a special place to learn and work; I urge anyone considering applying for a post with us to visit us, talk to existing colleagues and to our students to find out exactly what it is that makes us so special. I hope that you like what you read and that you choose to take the first steps in joining the Smith's Wood Team.

Yours sincerely,



Katy Craig
Head of Academy

CONTEXT - *Our school*

Smith's Wood Academy is located in the north of Solihull. There are approximately 1200 students on roll. Smith's Wood is located in the north of the borough and falls within one of the most deprived areas in the country; the proportion of pupils in receipt of the Pupil Premium is well above average.

Smith's Wood converted to an academy on the 1st April 2017, working in partnership with the Fairfax Multi-Academy Trust (FMAT) – already this partnership is highly effective in bringing about real and sustainable changes to the school and its community. The newly established leadership team is making important and rapid gains in terms of school improvement. We absolutely need to keep this momentum going and hope that you choose to join us as we move forward.

SENIOR LEADERSHIP

The Team

Head of Academy

Mrs Katy Craig

Deputy Head of Academy

Mr Andrew Deen

Deputy Head of Academy

Mr Richard Cornell

Assistant Head of Academy – Pastoral support and Guidance

Ms Ruth Kitchen

Associate Assistant Principal – English

Mrs Michelle Corrigan

Associate Assistant Principal – Mathematics

Mr Dave Clarke

Associate Assistant Principal – Science

Position vacant

Associate Assistant Principal – Ebacc

Daniel Giles

Associate Assistant Principal – Head of Sixth Form and Vocational Learning

Mrs Wendy Seward

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must have qualified teacher status and be registered with the Teaching Agency. Any offer of employment will be subject to receipt of a satisfactory DBS certificate.

JOB DESCRIPTION**DATA MANAGER (Fixed-term 01.09.2018 – 31.08.2020)****POST HOLDER**

DEPARTMENT	Smith's Wood Academy
RESPONSIBLE TO	Deputy Head of Academy, Information and Systems Manager (Matrix Manager)
LINE MANAGEMENT OF	N/A
SALARY	FMAT Pay Scale SC6
Working Hours	37 hours per week Half an hour unpaid lunch break Term time plus 15 days (10 days of these to be worked over the summer holidays to include exam results days and to be set by the Deputy Head of Academy)
WORKING PATTERN	Monday to Thursday 08:00 until 16:00 Friday 08:00 until 15:30
Holiday Entitlement	A paid entitlement of 25 days' annual leave and eight statutory holidays

JOB PURPOSE

To be accountable for the quality of data and information systems within the Academy and for the quality of data prepared for a range of stakeholders.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head of Academy and the Information and Systems Manager than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAIN DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST

1. Preparation of aspects, templates and mark sheets in Assessment Manager and the management of data within the relevant system.
2. Distribution of assessment, target and reporting data to the relevant departments and SLT in line with Academy requirements.
3. Maintaining up-to-date information on the relevant systems.
4. Regularly checking, downloading and distributing relevant data supplied electronically to the academy via the DfE secure access websites etc.
5. Regularly checking of the DfE Checking website ensuring the accuracy of data held on this site.
6. Be responsible the Academy's commitments for the reporting of data to local authority, Department for Education and other agencies. Ensure that Academy commitments are met and that data transferred is accurate and reliable, in liaison with the central office team where appropriate.
7. Create templates for Progress Reports and distribute as appropriate.

8. Provide data analysis at key data collection points.
9. Support the process of timetabling of pupils following SLT curriculum decisions.
10. Support with curriculum administration including allocating students to groups and processing timetable amendments.
11. Collation and completion of school census throughout the academic year; liaise with key stakeholders to ensure accurate and timely completion.
12. Provide data to key stakeholders in agreement with the Head and Deputy Head of Academy.
13. Maximise the functionality of MIS to improve efficiencies and ensure related operations run effectively.
14. Work with the ICT support team to create a synergy between the various parts of the MIS and needs of data users.
15. Be responsible for the data analysis on results day provided by the Examinations Officer.
16. Support with weekly, monthly and termly behaviour and attendance reporting.

GENERAL

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Perform any other such duties as the Head of Academy and Information and Systems Manager may from time to time determine.

I have read and accept this job description.

NAME: _____

SIGNED: _____

DATED: _____

PERSON SPECIFICATION
DATA MANAGER (Fixed-term 01.09.2018 – 31.08.2020)

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* - C or equivalent in English, mathematics and ICT	✓	
Experience of collating and analysing data	✓	
Good knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail	✓	
Proficient in writing Macros using VBA	✓	
Experience in using database applications including cloud-based systems	✓	
Proficient in presenting data in the form of graphs, charts, diagrams, tables and reports for a variety of stakeholders	✓	
Previous experience in working in a school in a similar role		✓
Nationally recognised vocational IT qualification, e.g. BTEC or NVQ		✓
Previous experience in using SIMS		✓
Personal qualities and attitudes	Essential	Desirable
Enthusiasm for working in a school environment	✓	
Excellent attention to detail and ability to work to the required standards of accuracy and presentation	✓	
Ability to prioritise and deal with conflicting demands	✓	
Ability to maintain calm under pressure and to work to tight deadlines with a sense of balance and perspective	✓	
Good verbal, listening, literacy and written communication skills	✓	
Good problem-solving skills	✓	

Ability to work autonomously with minimum supervision, or as part of a team as necessary	✓	
Ability to maintain confidentiality	✓	
Ability to follow set procedures and take instructions	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude	✓	
A commitment to the ethos, vision and values of the Trust	✓	
Ability to travel to meetings if required	✓	