



BOURNEMOUTH SCHOOL
FOR GIRLS

INFORMATION PACK FOR
DATA MANAGER

We wish to appoint a committed and enthusiastic individual to the post of Data Manager, which arises due to the retirement of the current holder.

This is an exciting and challenging role which offers the successful candidate the opportunity a major strategic role within the school. You will be highly motivated and able to work under pressure whilst maintaining a meticulous eye for detail. The role involves a high level of technical skills coupled with the ability to communicate effectively with stakeholders at all levels.

The role will report directly to a member of the Senior Leadership team and will primarily involve taking responsibility for all aspects of the school's Management Information System (Facility), assessment data, curriculum structure, timetabling, responsibility for the school's VLE and filing returns to funding bodies. The Data Manger will have the assistance of an Exams and Data Officer.

We are seeking, therefore, candidates who have significant experience of a MIS (preferably Facility), excellent understanding of Excel and SQL databases and a proven capacity or potential to schedule a school timetable.

BSG is a friendly and thriving community of 1100 girls aged from 11 to 18 and approximately 120 staff, of whom 50 support the teaching and learning staff. We have been recently rated as 'outstanding' by OFSTED in all areas. We are justifiably proud of our school and encourage everyone here to enjoy being part of the team and the girls' achievements.

This information pack has been developed to contain information on the post, terms and conditions, and the school and we encourage you to apply. If you feel the job role is for you, please complete and return the application form either by mail or on line via our web site www.bsg.bournemouth.sch.uk.

The closing date is 12 noon Friday 14 December 2012.

All applications should be returned to:

Mrs J Ford
Bursar
Bournemouth School for Girls
Castle Gate Close
Castle Lane West
Bournemouth
BH8 9UJ

or

jford@bsg.bournemouth.sch.uk

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JOB DESCRIPTION

Job title:	Data Manager	Job Ref:	
		Grade:	Grade 11
Reports to:	Member of Senior Leadership Team		

Main job purpose

Oversee, develop and maintain the Academy's use of its Management Information System and the data across the academy.

Produce and develop clear concise, accurate information reports to raise the standards of teacher, subject, department and pupil performance.

Ensure that data returns are accurate and submitted on time.

To schedule the school timetable

Line Manage the Examinations and Data Officer.

Main responsibilities and duties

- The management of the academies MIS system and its role in raising standards across the academy.
- To advise and assist in target setting and produce detailed analysis of performance
- To take responsibility for the production of the school timetable including entry and curriculum planning, scheduling, rooming and dissemination of finalised timetables to staff
- Prepare complex strategic and operational data for curriculum leaders, senior teachers and the Bursar.
- Supervise or ensure the production of examination entry and results analysis immediately after the release date for relevant parties.

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- Support and provide training to non-data experts on the use of complex data to drive improved performance.
- Be responsible for the production of progress checks and reports for students
- Create and develop systems to enable the effective monitoring of vulnerable students.
- To manage the preparation of statutory and non-statutory returns including the work force census.
- Plan and co-ordinate the school's assessment data collection, liaising closely with teaching staff throughout the process
- Manage the Academy's assessment and progress tracing systems including the capture of grades from teaching staff.
- Ensure that reports include up to date data from progress tracking.
- To manage the collection and co-ordination of all data throughout the school including student data, assessment and examination performance.
- To line manage the Examinations and Data Officer.
- To ensure the academy complies with the Data Protection Act.
- To manage the school VLE.

Knowledge & skills

The postholder requires developed organisational skills, interpersonal and communication skills. It is essential that the postholder has experience of MIS systems and databases, computer generation, management, manipulation and secure retention of data. The need for accurate inputting of data is essential.

Proven experience in the management and secure retention of data through the use of MIS systems.

The ability to interpret, analyse and disseminate information in a range of different media to all levels of staff.

Proven supervisory experience.

Experience of managing the work of an office team including allocation and prioritising of work.

Proven experience in scheduling and creation of school timetables.

Supervision and management

The postholder will be expected to work for substantial periods unsupervised and to organise own work and priorities.

The postholder will be responsible for the supervision and management of the Examinations and Data Officer or other designated support staff assisting in the management of data within the school.

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Problem solving and creativity

To deal with changing and conflicting deadlines and frequent interruptions to work on a day to day basis ensuring data management requirements are met.

Analysis and interpretation of data.

Supervision of staff and allocation of work.

Problem solving.

Key contacts and relationships

Close contact and consultation with all levels of staff within the school and external bodies in the use and analysis of data.

Liaison with the Network Manager over the installation and upgrades of all MIS software.

Presentation of data to Senior Leadership Team and School Governors.

Confidentiality and security of information is an important aspect of this post.

Decision making

The postholder will be expected to work to deadlines, to prioritise own workload and allocation of duties to other team members.

To ensure the appropriate and adequate back up and security of computerised data records.

To ensure the appropriate and adequate collection, maintenance and presentation of data held within the school.

Resources

Responsible for the safe and secure management of school data and the reporting of that data to appropriate agencies as required.

General office equipment.

Working Environment

Office and school based.

Substantial and frequent periods of computer input and data manipulation.

Date:

November 2012

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Terms and Conditions

Hours per week:	37 hours per week. 8.30am to 4.30pm The responsibilities of the post may require the post holder to be flexible with duty hours during the peak exam period(s).
Weeks per year:	49.17 weeks pa paid inclusive of holiday pay. The base working weeks pa are 42 weeks which is calculated on 38 term weeks plus 4 additional weeks to be worked at the summer half term and from mid-August to the beginning of the Autumn term. The schedule of these working weeks incorporates the priority periods of: Timetabling. Exam result periods – release of A Level results through September.
Holidays:	Initially 6 weeks, rising to 6.6 weeks after 5 years' service on a pro-rata basis. This allocation is included in the paid weeks per year as detailed above. Holidays must be taken during the school holiday periods.
Salary scale/point:	Grade 11 - SCP 34 to 40, which equates to £27,003 to £31,742 for this post on a pro rata basis at age 21 and over.
Condition of Post:	The appointment is subject to satisfactory references, police and medical clearance. The appointment is subject to the satisfactory completion of a six-month probationary period.

Recruitment Programme

Advertisement:	Thursday 29 th November 2012
Closing Date	12 noon Friday 14 December 2012
Interviews	January 2013 – to be confirmed
Date of Vacancy	Spring term 2013

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