St Peter's School
YORK

Data Manager

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Executive Summary

Founded in 627 AD, St Peter's is the fourth oldest school in the world with a strong tradition of providing outstanding educational opportunities for its pupils.

Proudly located on a 47-acre riverside campus just 10 minutes' walk from the centre of York, St Peter's is an over-subscribed co-educational, day and boarding school which achieves outstanding examination results alongside an extensive co-curricular programme.

The School was named TES Independent School of the Year for 2021, as well as Pre-Prep School of the Year for a second time having previously won the award in 2018.

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About St



Peter's School

St Peter's was founded by St Paulinus of York on the same site as York Minster in 627 AD. In the sixteenth century, the School was given a Royal Charter by Philip and Mary and, in 1575, the School's most infamous pupil, Guy Fawkes, attended St Peter's.

The School's connection with Guy Fawkes continues, with its campus in the Clifton area of York acquired in 1844 situated on land once owned by the Fawkes family. The School continued to evolve in the twentieth century, starting with the acquisition in 1901 of St Olave's Prep School. In 1976 the first girls were admitted to the School in the Sixth Form, and in 1987 St Peter's became co-educational at all levels. In 1994 the School purchased Clifton School and Nursery, enabling St Peter's to provide a seamless, continuous education from ages 2 to 18.

Our historic links with the Minster continue. In 2020 we became the choir school for York Minster, educating the boys and girls in the choir and supporting their busy schedule of rehearsals and services, alongside everyday school life. Members of the Chapter are represented on the Governing Body and the School is fortunate to use the Minster for annual events including the carol service, major concerts and prize-giving.

St Peter's sits at the heart of the community in York and Yorkshire with extensive links and connections. We are a key member of the York Independent State Schools Partnership, nationally regarded as a leader in the field, and host a variety of other events in partnership with the University of York and the York Literature Festival, alongside our own public lecture series. Plans for the future include increasing the number of pupils receiving assistance with fees and working more closely with the City of York Council and local schools.

Today, the three sections of St Peter's (St Peter's 2-8,St Peter's 8-13 and St Peter's 13-18) work together to deliver a dynamic, all-round education that develops the abilities and enthusiasm of each of the 1,200 pupils on roll.

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Aims and Ethos

Our aim is to prepare pupils to be successful and fulfilled in their adult lives, to be leaders with humility and to make a positive impact on their world. We define this as being able to make the most of their academic and personal potential, to have positive relationships in all aspects of their lives and to make an impact in their immediate communities and the wider world for the common good.

The Four Pillars

St Peter's aims are achieved through the four pillars of qualifications, skills, interests and values.

Qualifications include excellent results in academic examinations and in wider areas such as music and drama examinations and the Duke of Edinburgh Award.

Skills developed through academic subjects are complemented by a broader range of skills required for a truly successful life. We are committed to offering our pupils a wide co-curricular programme to develop those skills not always attained in the classroom.

These include those identified in the World Economic Forum's Future of Jobs Report (2020):

- Emotional intelligence
- Leadership
- Social influence
- Creativity
- Originality
- Initiative
- Critical thinking
- Persuasion and negotiation
- Resilience
- Flexibility
- Complex problem-solving

Interests developed through the academic curriculum and the co-curricular are crucial in sustaining our pupils through their adult lives while fostering the acquisition of wider personal skills. As importantly, it makes them interesting people who add value to others.

Values are the hallmark and bedrock of a successful life, giving sustenance in times of prosperity and adversity. The values developed at St Peter's enable our pupils to make complex, moral decisions and give them the courage to carry them out.

They are:

- Friendship
- Trust
- Wisdom
- Compassion
- Endurance
- Hope
- Humility



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Our School Structure



St Peter's 2-8

St Peter's 2-8, for day pupils, has its own building with use of extensive play areas, sports hall and swimming pool. Under the leadership of the Head 2 - 8, teachers use the attractive environment to maximum advantage, teaching a broad and balanced curriculum which gives a wide variety of experiences, and emphasises the importance of basic skills. The thematic curriculum is highly innovative and goes far beyond the National Curriculum, both within the school day and during the wide range of co-curricular activities and visits outside of school.

St Peter's 8-13

Under the leadership of the Head 8-13, the teaching staff provide expertise in the 8 to 13 age range, delivering dynamic and specialised teaching to challenge and support every pupil.

The curriculum is broad and challenging with expert teaching from the earliest age. There are many opportunities for recreational and competitive sports teams enjoying success both regionally and nationally. Music plays a central role in school life, involving the full range of orchestral instruments. There are numerous co-curricular activities to choose from on a weekly basis.

The Choristers of York Minster are educated at St Peter's 8-13 and combine everyday school life with a busy schedule of rehearsals and regular services at the Minster.

Boarding is an integral element of the School and junior boarders are accommodated in Wentworth, a co-educational boarding house on the main school campus.



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Our School Structure

St Peter's 13-18

Through outstanding teaching, first rate facilities, high expectations and sheer determination on the part of its pupils, St Peter's 13 – 18 achieves considerable success in the curricular and co-curricular spheres.

The four vibrant and successful boarding houses for girls and boys lend vitality to the pastoral life of the School. Inspiration from living in close proximity to a cultured and historic city adds further richness to the pupils' lives. The most recent inspection of Boarding in 2017 found the School's provision to be outstanding.

The Chapel stands at the centre of the campus and regular services give pupils and staff the opportunity to reflect together on the spiritual values of the community and on the meaning and significance of what is happening locally, nationally and globally.

Music, art and drama are key to the cultural and academic breadth of the School. The sports programme is extensive, providing a wide range of choice for all pupils. Results are excellent, and St Peter's pupils' co-curricular achievements are considerable in an environment underpinned by rigour and challenge. The excellence of the teaching and facilities allows pupils to thrive.

The School's website and our most recent inspection reports can be viewed at **www.stpetersyork.org.uk**



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Role Description

Department: St Peter's Main Office
Responsible to: Director of Operations
Hours of work: 37.5 Hours per week, Monday to Friday, 8.30am to 4.30pm (with half an hour unpaid lunch).
Grade/Salary: Competitive - Dependent on qualifications/experience

Overall purpose of the post:

The post holder will:

- Be responsible for the efficient operation of School's Information Management Systems and other key administration software.

- Act as the School's Data Protection Coordinator on behalf of the Data Protection Officer and the School's Data Protection Lead (currently the Senior Deputy Head).

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Key Responsibilities

GDPR

- The Development and monitoring of data protection policies and procedures across all three schools.
- Advising management on GDPR compliance.
- Liaising with the DPO and the school's Data Protection Lead.
- Inform and advise staff on their data protection responsibilities.
- Serving as the point of contact between the organisation and its supervisory authority.
- Serving as a point of contact for individuals on privacy matters.
- To contribute to the implementation and compliance of data protection policies as it relates to iSAMS and other software.
- Training enrolment and logs
- Reporting data breaches
- Completing Subject Access Requests
- Completing Data Privacy Impact Assessments
- Creating and updating policies based on advice from Data Protection Officer.
- Managing Data Retention

Information Management System

- To be responsible for the management, support and development of the use of the School's Information Management System (iSAMS).
- The production and maintenance of SQL Server Reporting Services (SSRS) reports for use from within iSAMS.
- To manage the annual rollover in ISAMS and to set up the registration cycles at the beginning of each academic year (ISAMS), add term dates and teaching weeks.
- To extend and/or supplement the use of iSAMS to serve the present and future needs of the School.
- Data retention and relevance including housekeeping

School Administration Software Systems

- To be the first point of contact and administrator of various other core administration software systems (For example: CPOMS, SOCS, iSAMS).
- To troubleshoot user problems on the above packages including account permissions, password issues, data queries, development of new and custom areas.
- To create, manage and support the data input and record keeping of staff and student data in above packages.

- To ensure the integrity and accuracy of the data stored within iSAMS and other software.
- To ensure relevant staff are trained in the use of iSAMS and other relevant software packages. To develop standard operating procedures and best practices with regard to ongoing maintenance and usage of iSAMS and other software, including providing written protocols and guidance to relevant stakeholders.
- To manage system permissions, issuing passwords and ensuring all staff have correct access to the information management system and other software.
- To assist developing the practical application of new software systems and platforms across the 3 schools.
- To liaise with third party software vendors on maintenance issues and any custom requirements / reports/APIs/Integration.
- Ensuring use is GDPR compliant.

Archives

- To oversee records and archives management ensuring GDPR compliance across the three schools, including the sorting of digital and paper records, scanning of paper records and the secure storage and/or disposal of sensitive school and personal data.
- Management of the SDS digital archiving software and scanning contracts.
- Working in cooperation with the volunteers managing the historic archives.

Other Key Responsibilities

- Liaise with Academics leaders across the 3 schools to ensure reporting cycles meet their requirements.
- To upload reports to the Parent Portal.
- To deal with ad hoc requests for data and/or analysis.
- Work with Alumni/ Development to ensure a smooth transition of data between the different systems
- Working with app developers to ensure they have access to what they need.

General

- To foster a culture of collaborative working across the support groups within the three schools ensuring a smooth flow of information.
- To ensure operations adhere to school policies.
- To provide excellent levels of service at all times.
- To be willing to train and develop new skills.
- To attend and take part in team meetings & regular reviews with line manager etc.
- To maintain strict confidentiality at all times with due references to the School's Data Protection Policy and Procedures.

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- To work in close cooperation and collaboration with the IT and School Administration teams.

All staff at St Peter's School are required to observe all relevant Health and Safety, Equality and Data Protection legislation and procedures.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo checks with the Disclosure and Barring Service. The post holder will be required to take care to safeguard their own safety and that of others with whom they work and to cooperate with those designated with responsibility for health and safety.

Note: This job description is not a comprehensive definition of the post and the post holder will be expected to undertake any other tasks commensurate with the duties and responsibilities of the post. The job description will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the post holder.

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Person specification

Criteria	Essential	Desirable	Assessment
Experience	• Experience of working with, management information or data collection systems; • Experience in the use of ICT systems and software, particularly to interrogate data. This could include Access, SQL reporting services as well as demonstrating high-level skills in Excel; • Knowledge of Management Information Systems; • Knowledge of GDPR legislation and its application; • Collection, collation, interpretation and dissemination of a wide range of data.	• Experience within a similar school environment • Experience of managing iSAMS • Experience with other relevant software. • Experience of developing reports using SQL. • Experience of archiving of critical and statutory data • Experience in training people	Application form /interview /references
Qualifications	• Degree or equivalent qualification in a relevant field.	• Certified GDPR Practitioner / Certified Data Protection Officer (or willingness to undertake training to be qualified) • SQL training/qualification.	Certification
Skills / Abilities	• Ability to cope under pressure with a range of day-to day matters; • Able to prioritise and work to meet deadlines; • Able to work as part of a team or on own initiative; • Excellent customer service skills and customer focussed approach; • Able to communicate clearly through a variety of media to audiences with differing levels of understanding; • Ability to complete work accurately, clearly and concisely; • Knowledge of collection, cleaning, analysis and dissemination of data and/or statistical information.		Test/Interview

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Personal Attributes /Competencies	• Ability to work as a team member; • Ability to work accurately with a forensic attention to detail; • Proactive approach to the duties and responsibilities associated with the role with ability to balance conflicting demands; • Friendly manner with excellent communication skills (verbal and written) including good telephone manner; • A commitment to safeguarding and protecting children/young people; • Able to work flexibly to meet the requirements of the post, including evening and weekend work.		Interview /References

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Employee Benefits

We are a happy, thriving 2-18 co-educational day and boarding school community that combining a high quality, all-round education with a forward-looking and exciting approach to learning.

Our staff are the key to our success. It is their expertise, enthusiasm and commitment that is reflected in our high standards and in the continued excellence of our outcomes. In return, we offer all our colleagues a competitive package.

Annual Leave
Employees on all-year round contracts are entitled to a basic entitlement of 25 days paid annual leave each year plus public holidays (public holidays occurring when the School is in session are working days). Part-time or term time employees receive a pro-rata allowance of annual leave. This rises to 27 days after 5 years of service.

Pension
Eligible support staff are automatically enrolled into the St Peter's School Pension Scheme. Those who do not meet the government criteria for eligibility will be given the option to join/opt in. The School pays a contribution of 12% of the monthly salary and the employee is required to pay 6%.

Sick Pay
Where employees are unable to attend work due to sickness, there is a provision for sick pay. The duration of sick pay increases according to the employee's length of service.

Maternity, Paternity and Adoption Pay
Subject to qualifying criteria, the School offers enhanced allowances for Maternity, Paternity and Adoption Pay for all staff

Employee Assistance Programme (EAP)
The School provides all staff with access to an Employee Assistance Programme.

An EAP is designed to help you deal with issues that may be affecting your home life, work, health and general well-being. It offers free confidential expert advice on a range of issues 24/7, 365 days a year.

Free School Lunches
Staff can enjoy a free meal during the lunch period in the School Dining Room. Lunch is provided on normal working days during term time. A selection of hot and cold food, beverages and sandwiches are available. The common rooms at all three Schools are well supplied with refreshments throughout the day.

Cycle to Work Scheme
Eligible employees can join our Cycle to Work Scheme (a salary sacrifice arrangement) that allows tax and National Insurance savings on the purchase of a bicycle (and related equipment).

Parking
There is free parking available to staff on the school site.

Sports Facilities
All staff can use the school sports facilities free of charge when they are not in use by the pupils. This includes a gym and swimming pool.

Training and Development
Our employees are encouraged to develop their skills and knowledge continually. Training and development opportunities may include gaining a professional qualification and other formal learning opportunities.

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Living in York

York is often voted as one of the best places to live in the UK by The Sunday Times and with St Peter's School just 10 minutes' walk from the city centre, it is ideally placed to enjoy everything the city has to offer. York has tremendous connectivity with London less than two hours by train, Edinburgh just over two hours away and the moors, dales and coast within easy reach.

The city of York has much to offer. Its long history is evident through the Minster, medieval walls, Roman and Viking remains and many more sites of interest. There is a vibrant cultural scene with two theatres, galleries, museums and exhibitions. With two universities and a rapidly growing science park, the city is firmly on the academic map. Head offices for financial services, manufacturing, rail and government departments help to maintain a strong economy and plans are underway for the next phase of development in central York. There is a wide variety of excellent restaurants and shops, leisure facilities and sporting activities. Equally importantly, there is a strong community giving the combined advantages of a city and feeling like a small town to its residents.



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Application process

How to Apply
To apply for this post, please submit a completed application form with a covering letter. Please do not send CVs, either in place of or as an attachment to the application.

For an informal discussion, please contact Giles Roberts, Director of Operations, on 01904 527420.

The closing date for applications is Thursday 29th September at 10.00am. Interviews are likely to be held shortly after.

Please return this application form and accompanying letter to:

Mr Paul Hewitt, Human Resources Manager - P.Hewitt@stpetersyork.org.uk

How to find us
You can find St Peter's School, York, at YO30 6AB. The School is less than fifteen minutes on foot from York Railway Station.

By Car
From York City Centre: Take the Thirsk Road (A19) at the Bootham Bar traffic lights. The school is 700m on the left, immediately after the footbridge.

From the A64: Take the Northern Ring Road (A1237). At the A19 roundabout turn towards the city centre. The school is two miles on the right, 300m after Clifton Green. Turn right into the school immediately before the footbridge that crosses the road.

Parking is available on site.


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