



SIR WILLIAM BORLASE'S  
GRAMMAR SCHOOL

# DATA MANAGER

*Inspire  
Empower  
Shape The Future*



# THE SCHOOL

## Welcome to Borlase

Welcome to Sir William Borlase's Grammar School where we are proud of our heritage as we approach our 400th birthday and excited to be inspiring and empowering the aspirations of our students today. A state-funded school in the centre of Marlow, Borlase is recognised for excellent academic learning and outstanding extra and super-curricular programme.

## History

At Borlase we are proud of our long history of providing education to the young people of Marlow and surrounding areas since 1624. The school was built on a strong principle: the desire to enable children from all socioeconomic backgrounds to have the opportunity to learn and meet their potential.

## Today

Our school has a very special energy that springs from a contagious enthusiasm for learning across all subjects; this extends well beyond the classroom through the many independent project groups, academic clubs and societies that flourish at school on a daily basis.

The calendar is full of opportunities to enrich learning through trips, visits, practical explorations and independent research. Borlasians aspire to achieve their best academically and personally and are unashamedly ambitious in those aims. High achievement comes from the genuine enjoyment of learning and we are committed to fostering that enjoyment in and outside the classroom.

Our teachers are all specialists in their chosen disciplines who are passionate about creating learning experiences that provoke independent thinking and creativity.

## Future

At Borlase we are proud of our long history of providing education to the young people of Marlow and surrounding areas since 1624. The school was built on a strong principle: the desire to enable children from all socioeconomic backgrounds to have the opportunity to learn and meet their potential.



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# Data Manager

*Bucks Pay Range 4/5*

*£24,717 – £29,578*

*(depending on experience)*

*37 hours per week*

*Required for September 2021 (or earlier)*

## **Reporting to:**

**Director of Studies, in charge of Academic Outcomes, Assessment, Reporting and Exams**

An exciting opportunity has arisen for a driven, technically astute Data Manager to lead the use of data at our school to improve the progress of all our students. This role is absolutely key to ensuring the success of all our students and would suit someone who enjoys working with systems and data and helping others to make best use of data.

Responsible for collecting and providing accurate and reliable data to/ from teachers, HODs, parents external data sources in order to provide analysis that give insights into the data for HODs, HOKS, SLT and Governors. This includes the use of SIMS, Excel and SISRA.

Responsible for maintaining SIMS such that the timetable can be successfully applied and students assigned to classes, so that all students and teachers have the correct timetable.

Responsible for maintaining the timetable within Nova and making minor changes/ alternative curriculum/room assignments (note the main timetable is currently created by a different team - there is the potential to lead on timetabling for the right candidate)

Keep technical expertise up to date, make recommendations for improvement to processes.

Train others in the team as appropriate.

Detailed knowledge of guidelines on data from DfE

As part of the overall support team, carrying out duties such as cover for matron, reception, assistance with events and results days.

*The children of members of staff are given priority in the admissions process in the event of oversubscription. Please see the school's admissions policy for more details.*

# THE ROLE

## **Purpose:**

To contribute to the progress of students at our school by providing assistance and support in the strategic management and effective organization of the school's assessment, reporting, recording and tracking systems. To be responsible for the day to day operation of the information management system.

## **Technical Skill Areas (training will be provided where appropriate):**

- Excel spreadsheets
- SIMS database and modules (including Options)
- Nova-T
- MIS (SIsra)
- School Comms parent email system



## Data Manager

Responsible for collection, analysis and reporting of all school data

### Regular Orders Points

- Input of baseline data each year, eg targets, including communication with HODs
- Communicating orders points to staff
- Managing collection of data and chasing up missing data
- Creation and sending out of reports/action plans to parents
- Reading data into Sistra
- Analysis of orders data for HOKS/SLT/Governors
- Creating reports for Governors Meetings
- Set up reports within Sistra

### Sims Setup and Housekeeping

- Initial set up in SIMS for data collection and reporting for all year groups/subjects
- Maintenance of curriculum qualifications associated with subjects
- Collection of targets from FFT/Alps
- Collection of KS2 data
- Collection of CATS data
- How to adjust and set up classes/students
- Assistance in admissions to ensure students are admitted in a timely manner
- Assistance at census points to ensure Census is completed in timely manner
- Creation of adhoc reports requested by SLT and the Associate Assistant Head, Data
- Attendance reports as requested

# THE JOB

### Exam Results

- Assistance with exam results processing
- Analysis of exam results to SLT/Governors
- Submitting data to FFT/Alps to provide external analysis
- Data Analysis for HODs meetings in September

### Keeping up to date/training

- Keep up to date with Govt requirements on data and reporting
- Recommendation of alternative systems
- Keeping up to date with national/local (eg Bucks) comparisons to allow benchmarking
- Keeping up to date with reports from DfE eg ISDR, Performance tables
- Keeping up to date with SIMS features

### Other

- Other data analysis as directed by Assistant Head, data and reporting
- Data Analysis for HODS eg after year 11 and year 13 mocks
- Training other staff on SIMS reporting



## Data Manager

Ensuring timetable is updated within SIMS and students are allocated to classes

# THE JOB

## Initial Timetable Creation

- Creation of structure for new timetable \*
- Creation of model/classes/teachers/rooms \*
- Creation of blocks/lessons \*
- Assigning lessons to rooms \*
- Set up tutor group structure \*
- Creating alternative curriculum lessons as needed for initial structure \*

## Timetable Maintenance

- Major Structural changes \*
- Room changes
- Minor Teacher changes
- New alternative curricula for adhoc requirements eg support groups

## SIMS

- Help set up students in SIMS (helping admissions team)
- Assign students to classes as directed
- Assign supervised study periods to sixth form
- Move students between classes where required
- Issue timetables to students
- Check for errors in timetables and correct where possible, or pass to timetable team

*\* are currently done by a separate timetable team*

## Options Systems for year 9 and year 12

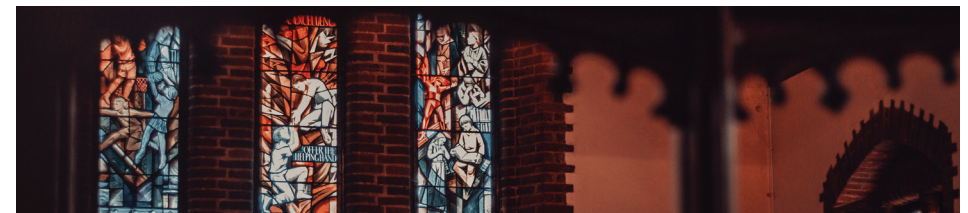
- Set up students in Options system
- Input options choices
- Optimise structure in blocks (with \*)
- Export classes to SIMS

## Part of Support Team

- Cover as required:
- Matron, first aid, reception
- Assisting Office Manager as required
- Assisting Exams officer as required
- Assisting teaching schools administrator as required
- Assisting Heads PA as required

## Adhoc

- There are other systems which fall under the data manager currently, namely parents evening system, lablogger.





# THE PERSON

	Essential	Desirable
<b>Qualifications</b>	<p>5 A* - C or 9-5 at GCSE including English and Maths</p> <p>Relevant qualification in IT/Business or able to demonstrate equivalent skills</p>	<p>Higher Level qualifications, A Level, Degree, other</p>
<b>Previous Work Experience</b>	<p>Experience of managing and developing school MIS software and data systems, such as SIMS</p> <p>Experience of producing accurate data for reporting and assessment</p> <p>Experience of gathering and analysis of information</p> <p>Experience of using spreadsheets and databases</p>	<p>Experience of MIS such as SISRA</p> <p>Advanced Excel knowledge</p> <p>Experience of data within an educational setting</p>
<b>Skills</b>	<p>Numeracy and IT skills</p> <p>Excellent oral and written communication skills</p>	
<b>Personal Qualities</b>	<p>Ability to work accurately to a deadline</p> <p>Commitment and enthusiasm about using data to support student progress</p> <p>Ability to work independently as well as part of a team</p> <p>Ability to prioritise and plan</p> <p>To have a flexible approach and willingness to learn</p> <p>Understand the importance of safeguarding in an educational setting</p>	<p>Interest in school and willingness to contribute to wider life of school.</p>



# HOW TO APPLY

***Please do contact us with any queries or if you would like to discuss your situation with us first.***

**For an application form please visit [www.swbgs.com](http://www.swbgs.com) and click on Vacancies**

## KEY DATES

**9.00am Aug 6th 2021**

*Deadline for application*

**Applications submitted via email should be sent to Mrs Louise Walder at [lwalder@swbgs.com](mailto:lwalder@swbgs.com)**

The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance on Safer Recruitment and Selection in Schools.