



KING EDWARD'S SCHOOL
BIRMINGHAM

Data Manager

King Edward's School, one of the best independent day schools in the country, is seeking an experienced committed individual to take on the role of Data Manager. This is a permanent, full-time position from 1st September 2022.

The Data Manager is responsible for the planning and execution of the complete cycle of student assessment and reporting from Entrance Exam through to Year 13 Higher Education transition, including UCAS. The role will lead in the development of our data management information systems. This complex and detail-intensive role requires experience in analysis and data management and an aptitude for systems and software, together with significant organisation skills, attention to detail and project management experience, including using data, benchmarking and responding to educational context change to monitor progress in every student's learning.

This is an all year round role, however an arrangement working term-time plus a number of additional days could be considered for the right candidate.

Hours: Full-time (37 hours per week), all year round or TTO plus for the right candidate

Salary: £36,000 – £38,000 FTE (dependent on experience)

Benefits include: Defined Contribution Pension Scheme; school fee discount of up to 60% for KEHS and KES (subject to meeting admissions criteria); free lunch in term-time; free access to gym, swimming pool and yoga sessions; and access to an Employee Assistance Programme offering free, 24-hour confidential assistance.

Key Responsibilities:

- Undertake all necessary preparation of the system for each academic term, including academic rollover in the summer, timetable imports, registration times and dates, and the input of associated curriculum information.
- Create reports and use the data to maintain and devise systems to effectively track students' progress
- Support and promote the use of SIMS by all staff, providing training as required.
- Be responsible for all aspects of data mapping, data transfer, report creation and data customisation.

- Work closely with the academic administration team to ensure that all data used and retained within the MIS is accurate and secure.
- Develop the use of SQL, Power BI and Sims Discover in order to manage the provision of data reporting services.
- Maintain a detailed working knowledge of all areas of SIMS, together with its supporting systems and services.
- Maintain student data in SIMS via parental contact, to ensure all personal details are up to date for use within the school and communicated to external bodies, e.g. local/national Government departments, Independent Schools Inspectorate (ISI), to meet regulations.
- Provide advice and input to the overall strategy for the School in areas concerning the MIS and systems with which it integrates.
- Ensure data collection processes and platforms are in place to meet the requirements of ISI and other inspectorate bodies.
- As the Data Protection Lead for the School maintain a clear understanding of the General Data Protection Regulation (GDPR) and its implications and work with a range of other staff (including the Data Protection Officer at the Foundation Office) to ensure that the School complies with GDPR.
- Regularly review the Data Protection Policy to ensure compliance with GDPR, in accordance with the Information Commissioner's Office guidance.
- Plan and oversee the marking/results administration for the Entrance Exam, as well as applicant and room information, compiling the final results in order of merit to facilitate the decision-making process of awarding a place at KES (including scholarships and Assisted Places).
- Development of SIMS security including account and permission management.
- Maintain a working knowledge of other systems which integrate with the MIS, including the library system (Oliver), Fees (Foundation), Safeguarding (CPOMS), communications (Schoolcomms), online payments (Schoolcomms Gateway); developing and maintaining integration and carry out data integrity checks to ensure the software functions as required.
- Provide statistics on a range of educational data/trends, using data on the MIS in addition to historical data, as requested by the Chief Master, Governors, Admissions, Marketing or Development, as well as maintaining statistical reports for a general audience.
- Ensure that regular maintenance tasks in relation to the MIS and integrated systems are carried out, in accordance with the School's Disaster Recovery Plan, working in conjunction with the IT department.
- Manage report design, administration and production using SIMS and Microsoft SQL Server Reporting Services.
- Work to the School's academic reporting cycle by ensuring all reporting templates have been setup correctly and that academic reports are available for printing or emailing according to required deadlines – including a contingency plan for MIS breakdown.
- Liaise with SIMS regarding any errors or development requests.
- Ensure documentation is kept up-to-date and that training guides are readily available.
- Introduce new technology/processes/systems.

General:

- To work with and provide administrative support within the School's Admin team.

- Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the Deputy Head (Academic) or Bursar from time to time

The above information is not an exhaustive list of tasks that the post holder will be required to carry out, but it does outline the main duties. All staff are required to act in a professional, co-operative and flexible manner in line with the requirements of the role.

Person Specification

The following person specification indicates the skills and personal characteristics, qualifications, training and experience that are either essential or desirable in applicants.

Skills and Abilities (tested at application and interview)	Essential	Desirable
Ability to manage workload and prioritise tasks to meet deadlines, using initiative and being proactive	✓	
Ability to be clear and assertive whilst remaining calm, composed and tactful	✓	
Ability to work flexibly and support the work of others as required	✓	
Strong communications skills, both written and verbal, including the ability to vary content to suit different audiences and channels	✓	
Meticulous attention to detail and accuracy	✓	
Excellent customer service skills, with a “people and service” ethic	✓	

Knowledge and Experience (tested at application)	Essential	Desirable
Experience of managing data in a school		✓
Proficient in the Microsoft Office suite	✓	
Experience of working with databases	✓	
Experience of GDPR regulations		✓
Project Management experience		✓

Experience of delivering administrative tasks, including fielding enquiries, preparing correspondence, data inputting and record keeping	✓	
Experience of working within an education environment		✓

Attitudes (tested at interview)	Essential	Desirable
A creative thinker with a proactive attitude and ability to use own initiative	✓	
Friendly and articulate	✓	
Diplomatic, discreet and able to maintain strict confidentiality	✓	
A positive attitude towards education and young people	✓	
An understanding of safeguarding principles and practice		✓
An understanding of the aims and ethos of independent education		✓

How to apply:

To apply for this role, please forward a completed application form (available for download at: <https://kes.org.uk/about-us/vacancies/>) and a covering letter addressed to Zoe Robinson, Bursar, outlining why you feel that your skills and experience would equip you to take on this role, by email to: recruitment@kes.org.uk.

The deadline for applications is **9am on Monday 18th July 2022**.

Interviews will provisionally be held on Thursday 21st July 2022

If you have any queries about the role or would like to discuss it in more detail, please contact Zoe Robinson, Bursar (zkr@kes.org.uk).

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available we will accept other forms of ID. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the website www.kes.org.uk.