



Education
Partnership
Trust

High Expectations ♦ Commitment ♦ Ambition

Candidate Information Pack

Data, Exams and MIS Manager

Pleckgate High School



A message from the Headteacher



Pleckgate
HIGH SCHOOL

“The community of Pleckgate has a local secondary school it can be proud of. It provides an excellent education for all its pupils. They flourish in a bright, positive and secure environment.”

Ofsted - January 2019

Applications are welcome for the position of Data, Exams and MIS Manager at Pleckgate High School. This is an exciting opportunity for a well organised and highly motivated individual to lead, manage and process all pupil data regarding assessment, achievement and all examinations.

The Data, Exams and MIS Manager is responsible for the administration of the school's systems of assessment, recording and reporting. This is a high profile post and involves working with a wide range of staff as well as being responsible for the line management of the data officer and reprographics technician.

Pleckgate High School is an outstanding and thriving multi-cultural community that places the best interests of young people at the heart of everything we do. At Pleckgate everyone is committed to providing the best educational experiences and opportunities for our pupils. At the heart of the school's work is a commitment to high quality teaching and learning, an outstanding and inclusive curriculum and excellent achievement for all. We want our pupils to be safe, happy and successful, developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements. Every pupil at Pleckgate is encouraged to have ambitious goals and everybody is responsible for creating a culture of high expectations and academic excellence.

Our pupils are happy, articulate, hard-working and very positive about the school. They are an asset to our community, are friendly and want to receive a high-quality education and to be successful. In addition, we have a highly committed, talented team of teaching and support staff who are both enthusiastic and passionate about providing the pupils in our care with an exceptional education.

If you are excited by the prospect of playing a significant role in helping us achieve our ambitions; have a core belief that all pupils, no matter what their background or ability, can achieve; and have a passion for and clear understanding of providing an outstanding education, then, we would love to hear from you. In return, we will guarantee you the very best level of support, focusing on providing you with the right environment.

Please refer to our website to learn more about our school, our pupils and our staff. You can also find our latest Ofsted report and details of our school results.

If you wish to visit the school or have an informal discussion about this post, please email dclark@pleckgate.com who will arrange for a Senior Leader to contact you and answer any questions you may have.



Aishling McGinty
Headteacher



Education Partnership Trust

I am delighted that you are considering a role within the EPT.

The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals

Data, Exams and MIS Manager

Salary: £29,174 - £32,798 (all year round)

Required start: ASAP

Pleckgate is committed to developing the potential of every pupil. We have strong and supportive relationships ensuring our expectations and visions are shared with parents, pupils and staff. We are looking for a forward thinking individual who is able to develop a positive data culture within the school, to coordinate and administer the efficient running of the School's Academic Information Management Systems (AIMS) in order to support the school's mission statement.

The Governing Body wishes to appoint a Data, Exams and MIS Manager at Pleckgate High School. The successful candidate will be experienced using School Academic Management Information Systems (SIMS, Sistra, FFT and be familiar with DfE Databases, as well as being highly skilled in using Microsoft Office (particularly Excel).

This post offers fantastic opportunities for continuous personal and professional development for a highly motivated and ambitious individual looking for career development and advancement.

We are looking for someone who is:

- Good working knowledge and management of SIMS to ensure compliance with statutory obligations.
- Experienced user of SIMS modules in particular assessment manager.
- Confident in the use of data management software packages used in schools.
- Able to think strategically and creatively with an excellent understanding of data analysis
- Familiar with external examination procedures with respect to the examination board and Joint Council for Qualifications (JCQ) requirements
- Able to think logically and strategically to plan and coordinate whole school activities
- Committed to their own professional development

We can offer you:

- The opportunity to develop your leadership skills and gain valuable experience to help your future aspirations.
- A culturally and socially diverse pupil body who behave well and are keen to learn
- Support from a dedicated and experienced leadership team
- A supportive environment with high quality CPD opportunities
- An ICT rich environment where all staff and pupils have iPads
- Part of a growing MAT with associated benefits such as Health & Dental care plans for staff

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are subject to enhanced DBS clearance.

Applications for this exciting post are to be made by an expression of interest letter to the Headteacher.

Closing Date: Monday 3rd October 2022

Interviews: TBC

Further enquiries to David Clark, School Business Manager. dclark@pleckgate.com

Data, Exams and MIS Manager

Reports to: Deputy Headteacher

Responsible for: School data officer, Reprographics Officer & Exam Invigilators

SCP: Grade G SCP 24-28, £29,174 - £32,798

Job Purpose

- The purpose of the Data, Exams and MIS Manager is to lead the collection, management and processing of all pupil data regarding assessment, achievement.
- To lead and organise both internal and external examinations
- The Data, Exams and MIS manager is responsible for the school's systems of assessment, recording and reporting for all staff, heads of department, Senior Leadership Team and those responsible for governance.
- The Data Exams and MIS Manager is the primary liaison between the school and external examination boards and ensures that the school is compliant with all requirements from both awarding bodies and the Joint Council for Qualifications (JCQ).
- The postholder must develop a positive data culture within the school and coordinate and administer the efficient running of the School's Academic Information Management Systems (AIMS) in order to support the school's mission statement.

Duties and Responsibilities

- Responsibility for leading and managing users of MIS within the Trust and across the schools and training HoD, members of SLT and teachers on all aspects of assessment and reporting using the MIS system.
- Responsible for analysis of pupil performance information and to prepare reports on results of this analysis for the Headteacher, Head of School, Trust Board of Directors, Senior Leadership Team, governors, subject leaders, other staff and external audiences.
- Act as a competent person for data and exams during Ofsted visits.
- Provide a consultation service for Trust Schools in evaluating their current Assessment Management system and make recommendations for improvement.
- Where required, train and offer support to new data and exams school staff across the Trust.
- Design pupil trackers and templates for all HoD in line with curriculum requirements.
- Lead on arrangements for sharing results with pupils (e.g. results day).
- Ensure results are received by the school in a secure and confidential way.
- Understand data analysis reports and tools, and be able to share results data with stakeholders as appropriate.
- Arrange receipt and distribution of examination certificates to candidates.
- Manage retention of results, including certificates, for the school's records.
- Attention to detail, a high level of accuracy and the ability to work independently are required.
- Due to the routine of school and the requirements of external examinations the workload may not be evenly spread throughout the year and the post holder would also be expected to demonstrate excellent organisational skills and the ability to meet deadlines.
- Responsible for creation, maintenance and procurement (if required) of the School's Academic Management Information Systems (SIMS, SISRA, DfE modules, LEA data streams, FFT Aspire) for both KS3 and KS4, including the annual rollover process for setting up the new school year.
- Be accountable for completing the termly school Census returns, supporting with School WorkForce Census
- Maintaining pupil premium updates throughout the year
- Co-ordinate the integration and ongoing development of relevant data, processes and procedures into the School's existing academic information management infrastructure.

- Undertake quality assurance methods to ensure the integrity of the data at all times
- Lead on sharing academic data with our external academic monitoring partners e.g. Fischer Family Trust.
- Act as key liaison between academic staff and the School's IT Department to facilitate the above.
- Based on the analysis, make recommendations to inform decision-making and improve pupil performance specifically focusing on producing data, reports and analysis for attainment and progress, behaviour and attendance, self-evaluation and staff performance management and professional development.
- To generate pupil target grades using information from Key to Success, Analyse School Performance (ASP), FFT Aspire and the DfE, with guidance from the Deputy Headteacher for Achievement.
- In liaison with the Deputy Headteacher, support with the building of the timetable and assist with critical updates of the academic sets throughout the year for example, Year 6 to 7 transition and half-termly academic set changes.
- Create, manage and support the data input and record keeping of pupil academic data through the provision of custom reports and fields in the MIS.
- Manage the annual rollover process, in conjunction with the MIS lead.
- Responsibility for the production of statutory returns to external bodies such as the Department of Education (DfE).
- Ensure Tables Checking Exercises from the DfE are carried out with accuracy and completed on time.
- Data analysis and reporting to other departments in school and for the Headteacher to report to the Trust and LGB.
- Produce reports using assessment data to assist Leadership Teams and teaching staff to track pupil progress (input where necessary; organisation; reporting to interested parties; help ensure data entered on time and completed by teachers).
- Produce reports for the Academic team to facilitate a full analysis of the results of report grades and public examinations.
- To have lead responsibility for the school's systems of assessment, recording and reporting.
- Design and set up report cycle templates for data collection and analysis of data in addition to creating templates for each reporting session.
- Set up complex formulae for analysing pupil performance and confidential staff curriculum targets.
- Develop and maintain target data from GL Assessments including the appropriate use of regression data.
- Ensure the integrity of the data stored within AIMS.
- Flag and troubleshoot reported problems with the AIMS and liaising with MIS support as necessary.
- Extend and/or supplement the use of AIMS to serve the present and future needs of the School and assist with staff training.
- Work closely with the IT support staff to ensure the smooth running of data systems
- Understand the regulations and requirements of all examinations by the school, both internal and external.
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these processes and advise key stakeholders.
- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and material.
- Develop and review all examination-related school policies.
- Work with the SENCO and Head of School to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils.
- Manage registration of candidates for all examinations in a timely manner and communicate effectively with pupils, parents and staff.
- Manage the finance arrangements to ensure all examination fees are signed off and paid, as necessary.
- Develop, train and lead a team of external exam invigilators who are compliant with the requirements of exam boards and guidelines from the JCQ.
- Ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ.
- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing.
- Responsible for ensuring pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures.

- Carry out necessary administrative tasks related to the organisation of examination sessions.
- Responsible for managing arrangements for the safe and secure storage and dispatch of completed examination papers.
- Responsible for making autonomous decisions relating to any unexpected issues, malpractice or emergencies that arise during an examination session.
- Responsible for submitting analysis reports to examining bodies, as required and by deadlines.
- Managing the data support officer and invigilators ensuring all training requirements are understood.
- Ensuring the immediate and wider teams in school meet deadlines and targets.
- Training staff, issuing targets and workload and planning out their development.
- Coaching and mentoring their team members.
- Reporting back to senior leadership on performance.
- Appraisal delivery for all direct reports.
- Responsible for budget lines and spend of approx. £70k.
- Involvement in hiring and interviewing.
- Liaise with other academic departments when required and as agreed with the Head of School.
- Liaise with the IT Department regarding all technical aspects of the School's AIMS e.g. implementation of new systems and/or modules, upgrades, maintaining users and accounts, troubleshooting issues.
- Manage and develop both the school Data Assistant and Reprographics Officer directing their time and resources to undertake data and administration tasks for the school.
- In consultation with Senior Leadership, respond to educational developments, both strategic and operational, which have implications on both examinations, data management including data security and integrity.
- Attend workshops, take courses, and read technology literature to acquire relevant knowledge and skills.
- Keep abreast of new technologies and research through contacts with technology companies, professional organisations, reading of publications, and attendance of professional conferences.
- Regularly attend meetings of the Leadership Teams and other meetings as required.
- Organise and prioritise the processing of assessment data in line with the school calendar to ensure the timely flow of relevant information.
- Develop constructive relationships and communicate effectively to all levels of users as well as with external agencies/professionals.
- Regularly train and support staff entering data into assessment recording systems and act as a key point of contact for user queries on all aspects of the School's AIMS
- Lead on the implementation and compliance of data protection policies as it relates to AIMS.
- Work with the Senior Leadership Team & Department Leaders – Academic and Pastoral in setting clear and workable deadlines for data collection and to meet all deadlines.
- Develop standard operating procedures and best practices with regard to ongoing maintenance and usage of the AIMS, including providing written protocols and guidance to relevant stakeholders.
- Produce advanced statistical analysis for Heads of Year, Heads of Department, SLT and Trust.
- Responsible for managing the dissemination of data at individual pupil level for reporting to parents.
- Undertaking data projects as directed by the Head teacher and in line with Trust initiatives.
- To be responsible for the management and efficient use of the exams budget (£70K pa) and data budget, (£15K pa) and ensure good value for money is achieved through the use of SIMS and SISRA
- Undertake other duties of an appropriate level and nature as and when requested by the Senior Leadership Team.
- Document custom databases, software, and procedures.
- To work with the DHT in supporting the management of the academic timetable including the allocation of rooms, codes and updating as necessary during the academic year.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the Trust's safeguarding policy.



Data, Exams and MIS Manager

Reports to: Deputy Headteacher

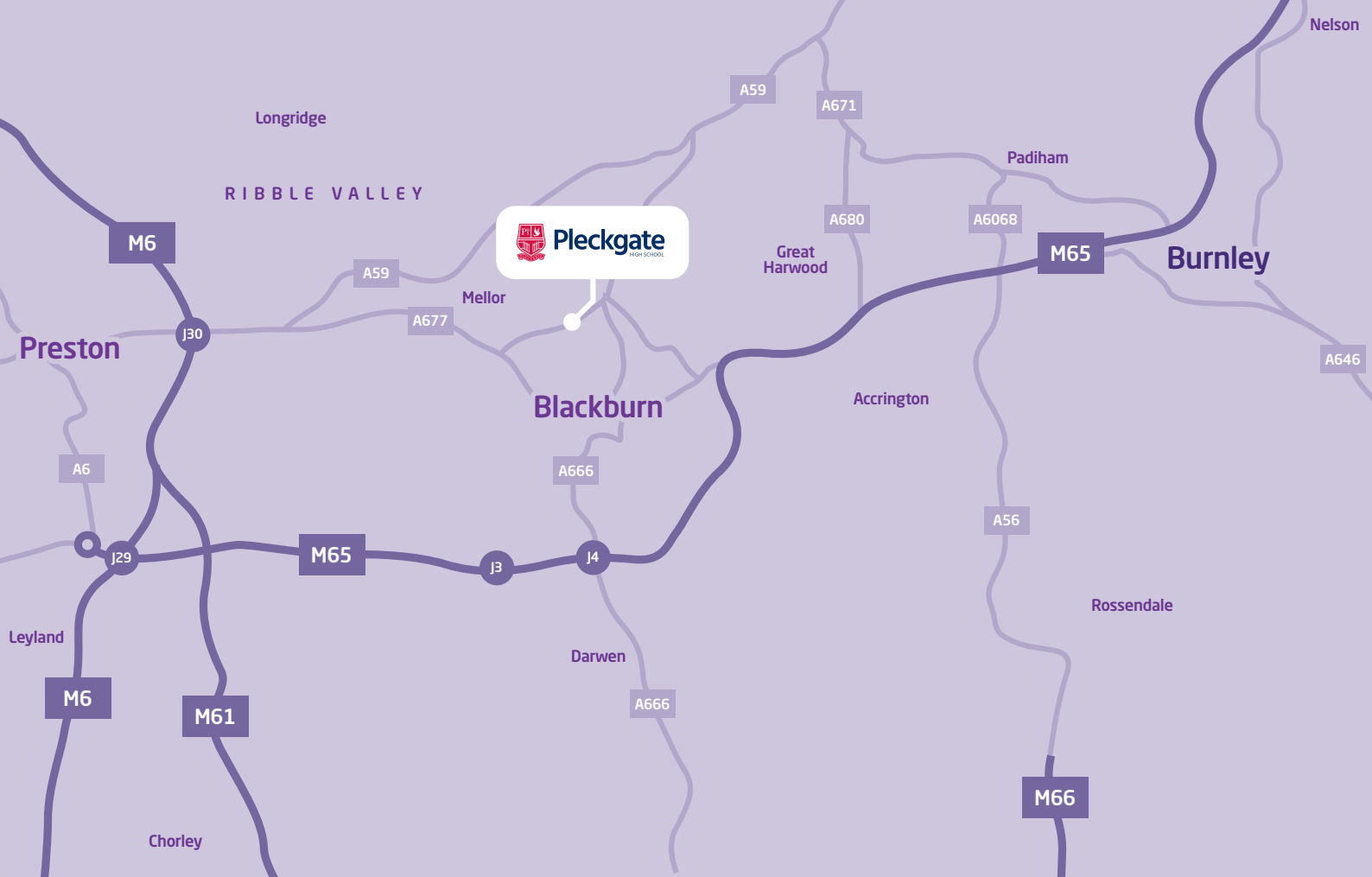
Responsible for: School data officer, Reprographics Officer & Exam Invigilators

SCP: Grade G SCP 24-28, £29,174 - £32,798

| No | Categories | Essential / Desirable | App form | Interview / Task |
|---|---|-----------------------|----------|------------------|
| QUALIFICATIONS & EXPERIENCE | | | | |
| 1. | Education to GCSE Standard at grades 9 – 5 for a minimum of 5 GCSE including Maths and English | E | ✓ | |
| 2. | Experience of providing advanced analysis support for leadership teams | E | ✓ | ✓ |
| 3. | Proficient ICT skills and experience of using Microsoft Office packages, particularly Excel | E | ✓ | ✓ |
| 4. | Degree level qualification within a relevant field | D | ✓ | ✓ |
| 5. | Hold relevant ICT qualifications | D | ✓ | ✓ |
| 6. | Experience of working with performance information, statistical analysis, management information or data collection | E | ✓ | ✓ |
| 7. | Experience of preparing and presenting reports (both statistical and narrative) that interpret results and trends to a range of audiences | E | ✓ | ✓ |
| 8. | A good working knowledge of national expectations regarding school accountability measures and qualifications | E | ✓ | ✓ |
| 9. | Experience of managing staff | D | ✓ | ✓ |
| 10. | Experience of using SIMS, including Assessment manager modules | E | ✓ | ✓ |
| 11. | Experience in exams organisation and management | E | ✓ | ✓ |
| KNOWLEDGE, SKILLS and COMPETENCIES | | | | |
| 12. | An ability to train other staff and deliver instructions to support their role with data | E | ✓ | ✓ |
| 13. | Collecting relevant Information and monitoring timescales and deadlines | E | ✓ | ✓ |
| 14. | Knowledge & understanding of the education sector including schools and academies | E | ✓ | |
| 15. | To demonstrate confidentiality at all times | E | ✓ | ✓ |
| 16. | Attention to detail and accuracy | E | ✓ | ✓ |
| 17. | Effective time management and ability to prioritise | E | ✓ | ✓ |
| 18. | Ability to see event management through from start to finish, managing time and tasks effectively | E | ✓ | ✓ |



| | | | | |
|---------------------------|--|---|---|---|
| 19. | Ability to communicate effectively, both orally and in writing | E | ✓ | ✓ |
| 20. | Ability to create, lead and develop systems to ensure best practice to report whole school data effectively | E | ✓ | ✓ |
| 21. | Ability to problem solve in response to queries from SLT and subject leaders and to be able to make informed decisions | E | ✓ | ✓ |
| 22. | Ability to be able to make innovative decisions independently when appropriate | E | ✓ | ✓ |
| 23. | To remain calm under pressure and have a professional approach at all times | E | ✓ | ✓ |
| PERSONAL QUALITIES | | | | |
| 24. | To demonstrate a solution focused and 'can do and will do' approach | E | ✓ | ✓ |
| 25. | To demonstrate initiative | E | ✓ | ✓ |
| 26. | Flexibility and a willingness to undertake varied responsibilities working alone or as part of a team | E | ✓ | ✓ |
| 27. | Ability to work on own initiative | E | ✓ | ✓ |
| 28. | An organised and thorough approach to work | E | ✓ | ✓ |
| 29. | Excellent interpersonal skills | E | ✓ | ✓ |
| 30. | To have a drive of personal development and eagerness to learn new things | E | ✓ | |



Contact

Pleckgate High School
Pleckgate Road
Blackburn
Lancashire
BB1 8QA

01254 249134
info@pleckgate.com
www.pleckgate.com

Twitter @PleckgateHigh



An Education Partnership Trust School