

DATA MANAGER

Harris Academy Purley

Grade 8

How To Apply

Please visit [**www.harriscareers.org.uk**](http://www.harriscareers.org.uk) to apply online and submit your application. We only accept applications submitted before the closing date via our careers website. Please refer to the last page of this candidate pack and our website for guidance on applying to opportunities within the Federation.

Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our [**Policy Statement on the Recruitment of Ex-Offenders**](#).

About the Harris Federation

The founder and sponsor of the Harris Federation, Lord Harris of Peckham, opened our first school in 1990. We have, over the past thirty years, implemented ideas and initiatives that have transformed the opportunities of pupils from working class and disadvantaged backgrounds. Harris academies are widely recognised as a force for social mobility. We are immensely proud of the role that our alumni are now beginning to play in the world and of what we believe our current generation of pupils will go on to achieve.

The Harris Federation has a track record of accomplishment in achieving success through rapid school improvement and has built an unrivalled reputation for running outstanding academies. We now have over 50 schools educating more than 40,000 young people across London and Essex, and employ over 5,000 staff across our academies and head office. With the majority of our academies located in areas of high socioeconomic disadvantage, a high-quality education is key to the futures of the pupils we serve.

Our Vision

We are a pioneering education charity, and one of the leading multi-academy trusts in the country. We have built a reputation for transformative change, taking on some of the most challenging schools in London and turning them into places where every young person can access a high-quality education and have opportunities to succeed.

Our vision, from the start, has been to provide the structure and services needed for our schools to amount to more than the sum of their parts, and to free-up our teachers and leaders to focus on one thing and one thing only: the outstanding education of all their pupils. Our young people and communities are at the heart of everything we do. Our core mission has always been to close the educational gap between young people from disadvantaged backgrounds and their peers. Our ambition is one where every child in London, no matter their background, has equal access to high quality education, giving them the same opportunities and potential to succeed.

Our Values

We have exceptional teachers, support staff, and leaders that come from a wide range of backgrounds. They bring many different skills, but they all share a strong commitment to delivering an outstanding education and creating an inspiring and happy school environment. We know there are many challenges facing our young people and the communities we serve, and that's why we need determined people like you to help us tackle those inequalities.

Whilst each of our academies has their own unique cultures and values; as a whole Federation, we have four core values which are central to successfully achieving our vision: **Excellence, Collaboration, Support, and Innovation.** We are proud of our values because they guide us in how we work allowing us to achieve the best possible outcomes for our young people, communities, and colleagues. No matter what your role is, where you're based, or what your career goals are, our values act as a guide to empower you to do your best work.

What Sets Harris Apart

We are a Federation rather than a chain, and the autonomy of our Principals, and their individual academies is a key element of our success. In addition, the support structure from our central team provides a range of efficient and time-saving services to our academies, but Principals have ownership of running their schools to determine the best curriculum and other local policies to suit the context of their school, staff, and students.

Our head office based in East Croydon, provides expertise and guidance across Commercial, Governance, IT and Data, Finance, Estates, Procurement, HR and Recruitment, Sixth Form and Marketing. Harris academies are funded on the same basis as other state schools in England, but by negotiating shared contracts and services, and delivering other economies of scale, our academies save over £5m per year, all of which goes back into the education of our students.

As part of the central team we have more than 70 consultants, each a subject specialist and highly-skilled teachers who are available to our academies as a resource to use as they need. Their job is to create curriculum excellence in every subject. Our schools are able to access their full support to ensure the most effective curriculum intent, implementation, and impact.

From Our CEO

We see Harris as a system disrupter – whose purpose is to make life fairer for children in and around London. Our focus is to take on the most challenging schools and turn them into exceptional places of learning where everyone – staff and students – thrives.

We strive to deliver an excellent education to our young people so they can progress into top careers and the very best universities and apprenticeships, giving them the chance to fulfil their potential, no matter their background.

The secret of our success is that every Harris academy is different; every school has its own culture and ethos nurtured by its leadership team to suit the local community and context. However, all Harris academies are united by a determination to constantly improve and to quickly identify and share what works to ensure that every pupil is successful regardless of background.

As we grow, we are delighted to welcome new and experienced teachers, leaders, and support staff into the Federation, all of whom are crucial to our ongoing success. We encourage staff in their learning and development, our CPD is regularly described as 'outstanding', and all of us are committed to growing our expertise and sharing it with each other.

*Sir Dan Moynihan
Chief Executive*

Our Benefits

We know our success is a direct result of the hard work and dedication of our teams. No matter what your role, by joining the Harris Federation, you will be making a difference to young people across London and in recognition of this, you will be able to enjoy the tangible and intangible benefits of working at Harris.

Harris has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives. [Visit our website](#) to discover more.

Diversity and Inclusion

We are committed to encouraging and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our young people. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

Our work will impact many generations to come, and our staff come from all backgrounds and walks of life, coming together to inspire young minds. We promote an inclusive culture that embraces the valuable and enriching contribution that all of our community make. We continue to be proactive in uplifting and supporting all voices at Harris.

Job Purpose

To manage the collation, use, dissemination and reporting of Academy data for the purposes detailed below in line with any statutory requirements. Reporting to the Vice Principal, you will have strategic leadership of the following:

- The vision and strategic direction of using data effectively, reliably and to improve the operating performance of the Academy
- To ensure we are always OFSTED ready at every point in the Academic year and that data presented is accurate
- To lead on the Academy website compliance and maintenance
- To lead, design and implement analysis and tracking of all aspects of student performance, including pupil premium and enrichment analysis.
- Required to oversee the behaviour management system, recording, and reporting to ensure that leaders have the data they need to support learning.
- Lead on all parental reporting, ensuring that reporting to parents is accurate and clear. Responsibilities include managing access and ensuring the security of all communication via paper and online reporting.
- To lead CPD on the effective use of the MIS with staff and aid & support staff as required
- Responsible for the accurate collation and return of school and school workforce censuses
- To be the MIS and data expert for ALL staff in the Academy
- To liaise with and oversee all MIS/data software upgrades within the Academy
- Ability to find creative and innovative solutions to solve problems and improve efficiency
- To share best practice with any other Harris Academy and to provide support to the Harris Federation or individual Academies when required
- Manage all data systems across the Academy, including seating plans and Power BI
- To create the whole school timetable in eTimetable
- To import the timetable into Bromcom to meet Academy and Federation deadlines
- To generate staff and student timetables and resolve any ongoing TT issues throughout the year
- To process requests throughout the year and make changes to staff / student timetables
- To process termly set changes and issue new timetables

Liaising with: Principal, Academy Leadership Team, Co-ordinators, Subject Co-ordinators, Resource staff and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, parents and Governors and other stakeholders

Main Areas of Responsibility

MIS

To manage the Timetable:

- To create the timetable in eTimetable
- To import the timetable into Bromcom, to meet both Academy and Federation deadlines.
- To generate staff and student timetables and resolve any issues that may arise
- To process requests throughout the year to make changes to staff / student timetables
- To process termly set changes and issue new timetables

To collect and update Bromcom with all prior data for new students:

- Download KS2 results file
- Import baselines/targets and update Bromcom
- Download Pupil Premium file and import to Bromcom

To administer the End of Year Process on Bromcom:

- Attend Federation meetings, and ensure relevant processes are actioned in line with the deadlines set.
- To work closely with the Sixth Form Administrator to ensure Year 11 leavers/Year 12 starters are processed correctly and in line with Federation deadlines set.

To maintain Staff User Accounts on Bromcom:

- To ensure that staff have the correct level of access required according to their role in the Academy, and to make adjustments to this as and when necessary.

To carry out KS4 and KS5 DfE Checking Exercise (September):

- To download all information on the DfE Schools and Colleges Tables website when it is available and make sure that everything is confirmed before the deadline
- To check the KS4 Pupil and Results files to ensure that all of the data matches our own and to flag anything that does not (in line with the DfE guidance)
- To work together with the Head of Sixth Form to check KS5 results files (in line with the DfE guidance)

To carry out the KS4 DfE Checking Exercise (June):

- To download all information on the DfE Schools and Colleges Tables website when it is available and make sure that everything is confirmed before the deadline.
- To check, with the Assessment Lead, the KS4 pupil file to ensure all of the data matches the data on Bromcom (in line with DfE guidance)

To manage the Academy Website:

- To carry out termly Compliance Checks (as per Federation Guidance documents)
- To flag pages/content that need updating, to relevant member of staff
- To update all policy documents early in September for the new academic year (as directed by the Principal)

- To import the Academy calendar for the new academic year and to update as and when necessary
- To add announcements/push notifications at appropriate times to highlight key dates, such as Open Evenings, Parents' Evenings etc (as per ARR Calendar)

To carry out general tasks such as:

- Scheduling daily / weekly reports for Behaviour Events
- Scheduling daily / weekly reports for Attendance and Punctuality
- Scheduling weekly communications reports
- Exporting and importing of student data to third party systems, such as Parents' Evening System and Testwise/NGRT.
- Supporting staff with their use of Bromcom
- To liaise with the Careers Officer in order to complete Destinations data for students at the end of KS4.

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend academy events such as Open Evening
- To promote actively the academy's corporate policies
- To adhere to the academy's Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

| Area | Essential | Desirable |
|---|---|--|
| Qualifications, Knowledge & Training | <ul style="list-style-type: none"> • Previous experience of working with MIS • Extensive knowledge of Microsoft Office and related packages, including Microsoft Excel skills • Excellent verbal and numeracy skills • A strong commitment to continuing professional development including learning new skills and IT programmes • Attention to detail, confident report compiling and documentation skills | <ul style="list-style-type: none"> • Sound knowledge of all key data requirements and analysis in Education • Familiarity with Bromcom MIS • Understanding of Microsoft Power BI |
| Experience | <ul style="list-style-type: none"> • Experience of working to targets and deadlines • Confidence in delivering training and dealing with stakeholders at all levels | <ul style="list-style-type: none"> • An experienced timetabler, with a proven history of developing timetables for schools with complex requirements • At least a year working in a school or educational establishment. |
| Personal Skills & Qualities | <ul style="list-style-type: none"> • Ability to find creative and innovative solutions to improve more efficiency • Ability to work independently with own initiative on various ongoing projects • Ability to ensure confidentiality is maintained at all times • Ability to work to deadlines • Excellent attendance and punctuality • Professional work ethic • Commitment to high standards • Ability to communicate exceptionally well with parents and carers as well as other stakeholders in the Academy | |
| Academy Ethos | <ul style="list-style-type: none"> • Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels. • Motivation to work with children and young people. • Ability to build & sustain professional standards, relationships & personal boundaries with children and young people. • Emotional maturity & resilience in dealing with challenging behaviours. • Ability to contribute towards creating a safe & protective environment. • Empathy with the aims and objectives of Harris Federation • Willingness to continue professional development. • Commitment to maintaining high standards and expectations. • Commitment to contributing to academy life as a whole. • Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students. | |

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018) and Data Protection Act (2018)
4. Safeguarding children

Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date via our careers website.

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

Help and Support

For our Help and Support completing your application, visit www.harriscareers.org.uk

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