



# King James's School



## Data Manager Applicant Information Pack

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[office@kingjames.school](mailto:office@kingjames.school)

Principal – Ian Rimmer

*Floreat Schola – May the School Flourish*



# Welcome to King James's School

Thank you for taking an interest in joining our school. King James's School is an extremely popular and successful 11-16 mixed comprehensive, serving south-eastern Huddersfield and surrounding villages.

The essence of our school is built around three Hs:

- our distinguished **History**;
- our **Holistic provision**, which develops students both academically and pastorally;
- our **High expectations** and **aspirations**.

Our ethos, summarised in the King James's Way, demands the best from everyone through key values:

- Kindness and compassion
- Inclusion and tolerance
- Nurture and innovation
- Greatness and aspiration

We pride ourselves on being a superb staff team who are highly professional. We all have a passion for learning and are committed to inspire and support all our students to be successful and to develop into confident young adults ready for life after King James's School.

We are committed to safeguarding our students and this is evident in our recruitment processes. We ask all applicants to provide us with two references, which will be obtained prior to any interview. In addition to this, we will also carry out online searches for all shortlisted candidates as part of our due diligence. Any successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

I really hope that once you have read through this information pack that you apply to join our team. Please note the deadline an application is **9.00am on Monday 2<sup>nd</sup> December 2024**. If you have any queries please contact my PA, Tracey Brook, via email [staff.tbroom@kingjames.school](mailto:staff.tbroom@kingjames.school).



# Meet the Senior Team

**Ian Rimmer –**  
Principal



**Rebecca Walton –**  
Vice Principal - Inclusion and Safeguarding



**Ben Streets –**  
Vice Principal - Quality of Education



**Stephen McNamara –**  
Senior Assistant Principal - Standards



**Alison Hardwick –**  
Business Manager



**Palwinder Kang –**  
Assistant Principal - Curriculum



**Abbi Terry –**  
Assistant Principal - Personal Development





# Our Ethos and Values—The King James's Way

**At King James's School we value:**

- K**indness and Compassion
- I**nclusion and Tolerance
- N**urture and Innovation
- G**reatness and Aspiration

**and we make a commitment to be a community which promotes:**

- J**oining together and helping each other
- A**cademic challenge and opportunities
- M**utual respect and shared responsibility
- E**ngaging and enriching curriculum
- S**afe and secure learning environment
- S**trong belief in the wellbeing of everyone in school

## KING JAMES'S SCHOOL VALUES



A SCHOOL FOR OUR COMMUNITY





## Our Culture - ACE

Recent times have provided significant challenges for students. The fallout from the pandemic stretches far beyond lost learning. The very fabric of what students are used to, and their confidence in the structures on which they routinely depend, has been severely shaken, leading to significant impact on emotional wellbeing. In order to address these emotional and learning deficits, we have devised our **ACE strategy**.



### Ambition

By providing high-quality experience/opportunity for all, we aim to create an environment in which all students are encouraged to “think big” in order to raise the level of ambition and establish a schoolwide sense of “why not me?”

### Character

Also, in setting clear standards/routines/behaviour norms expected of all students (and staff) around school during lessons/social times, we aim to make explicit “how we do things around here” in order to raise standards in a fair and supportive way.



This vision will be achieved through the delivery of our *Ambition and Character curriculums*.

*Ambition* – provide high-quality experience/opportunity for all:

1. Create an environment in which all students are encouraged to **'think big'**, establishing a schoolwide sense of **'why not me'**
2. Expose students to **new experiences** in a variety of contexts
3. Provide students with opportunities which will enable them to become **future leaders**
4. Encourage reflection upon options for **life after King James's** and setting themselves aspirational goals which match their potential

*Character* – establish clear standards/routines/behaviour norms expected of all (staff and students) around school during lessons/social times:

1. Reflect our core values and ethos, so all stakeholders are clear as to **'how we do things around here.'**
2. Outline the offer we provide to each of our key stakeholders in order to deliver our expectations, routines and the **King James's Way**.
3. Set out the standards, routines, behaviour and character **'norms' we expect of all** our staff and students inside and outside of the classroom.
4. **Set out the standards and routines we expect** from the school community during social times i.e. break and lunches.

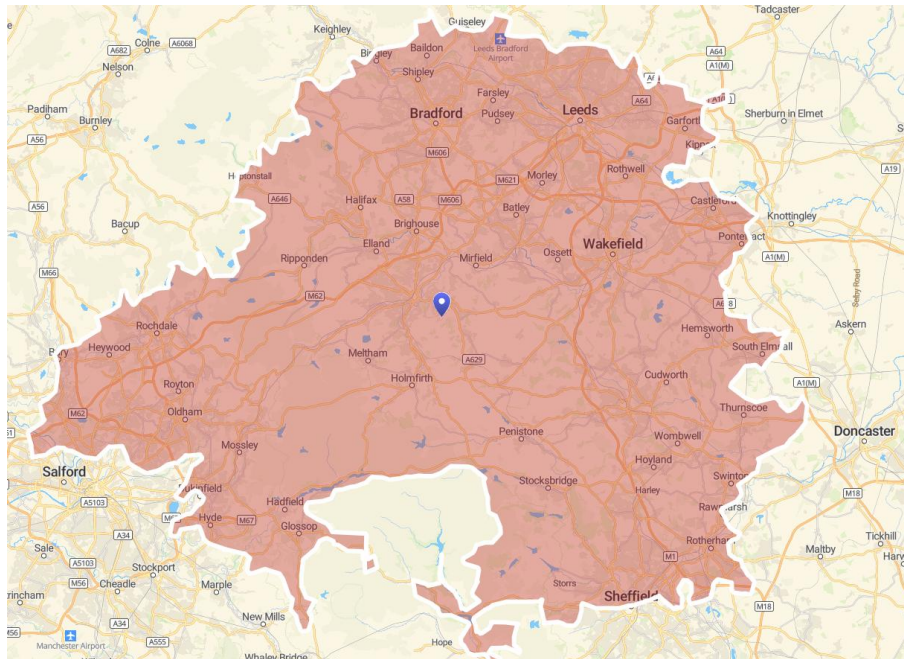
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# Our Community and Location

Our school is situated approximately 2 miles from the centre of Huddersfield, in a semi-rural position overlooking the Farnley Valley, serving a suburban area and a scatter of villages to the east and south of Huddersfield. We are in an excellent location within easy access to a number of places. This map shows all areas within a 45-minute commute of our school.



Our intake comes predominantly from the priority admission area of Almondbury, Grange Moor, Kirkheaton and Lepton.

We play an important role in our local community from year group charity efforts to promoting local initiatives.





# Our School in Numbers

Type of School	Converter Academy
Age Range	11 - 16
Number of Students	1057
Number of Staff	117
Percentage of students eligible for Pupil Premium	20%
Percentage of students who are children looked after	0.2%
Percentage of students who require SEND Support	10%
Percentage of students who have an EHCP	1%
Percentage of students from Ethnic Minorities groups	17%
Last Ofsted report	November 2019 'Good'



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# Why Choose King James's School?

**There are many benefits to working at our school including:**

## **Pay**

- Terms and conditions of employment and salaries at least match national pay and conditions within the education sector.
- Our approach to sick pay and maternity/paternity leave meet or exceed national standards.
- Auto-enrolment into a generous pension scheme – helping you plan for the future

## **Flexible working**

- Term-time only, part-time and other flexible working patterns are available for a significant proportion of roles.

## **PPA**

- A minimum of 12½ % PPA for teaching staff - giving you more time for planning and marking

## **Refreshments**

- Free tea, coffee and milk in both staffrooms
- Complementary refreshments for those attending evening events
- Breaktime refreshments on INSET days
- Access to a canteen

## **Wellbeing**

- Up to 3 days paid compassionate leave

## **Health**

- Onsite counselling service – free and confidential
- Free flu vaccines – helping you to try and stay well
- Free eye tests and contribution to your glasses (*if this is appropriate*)

## **Finance**

- Access to discount sites through *vivup* – making your money go further
- Parking
- Free onsite parking, with some car charging ports

## What do our staff say about working at

**KJS?**

*It is a superb school with so many positive things going for it*

*The staff are amazing*

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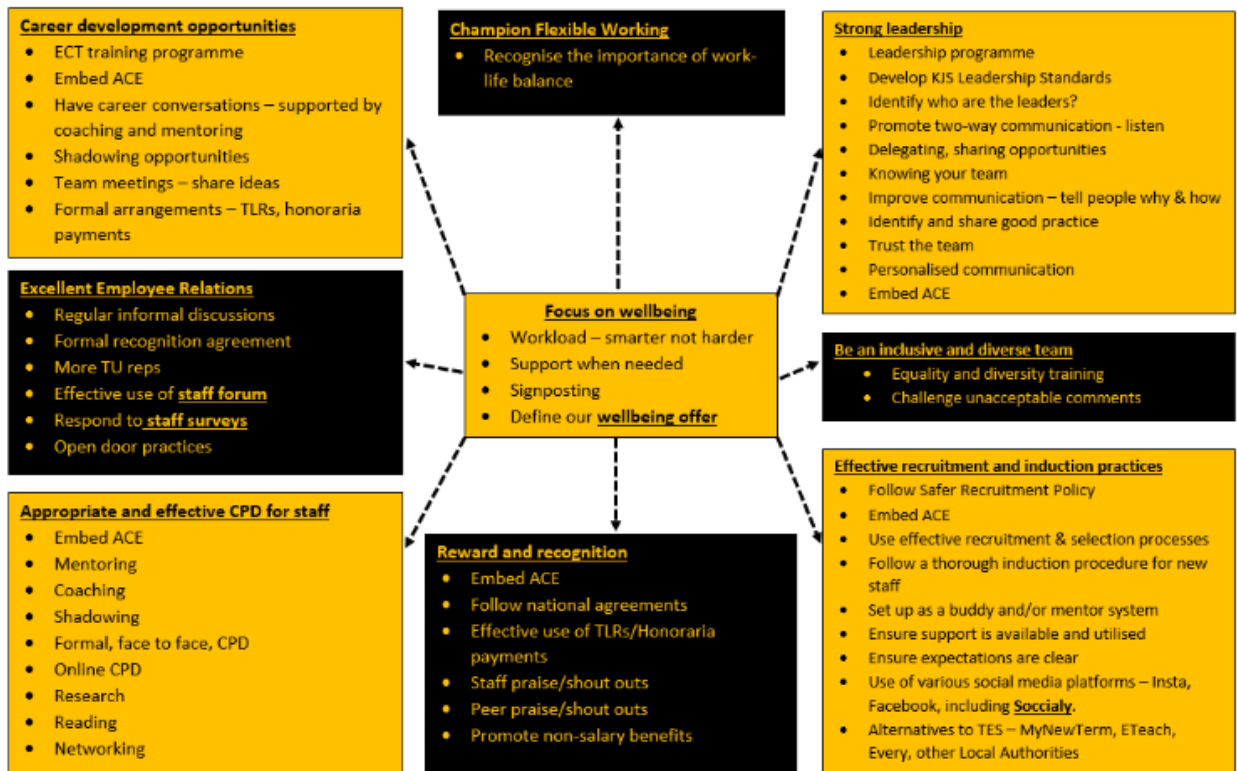


## King James's School – A Great Place to Work





# What You Can Expect from KJS



## Our Team

Our staff really make our school a special place to work and learn. We value the contribution of each and every individual in school who help us to provide our students with a safe and stimulating learning environment.

We currently have approximately 115 members of staff. We also regularly have student teachers in school, all of these people play an important role in our success.

We are split into 7 faculties; Art, Design and Business, English, Humanities, Maths, Modern Foreign Languages, Performance and Science. We work hard to share best practice within our teams and to provide opportunities for staff to grow and develop whatever their role or career aspirations.



# Our Curriculum and Pastoral System

We have a three-year KS3 which provides a broad and balanced curriculum for all our students. All students take courses in English, Mathematics, Science, Design Technology (including Food and Textile Technology), Art, French, History, Geography, Religious Education, Music, Drama, Physical Education, Integrated Studies (personal, social and citizenship education) and Computing.

Students at KS4 will typically be entered for up to 10 GCSEs depending on their 'pathway'.

All students follow GCSE courses in English Language, English Literature, Mathematics and Science. The Science course is worth 2 GCSEs. These subjects are taught in sets.

Students who have demonstrated flair and aptitude in Science also have the opportunity to take Science as an option, allowing them to gain individual GCSE qualifications in Physics, Chemistry and Biology.

Students choose further subjects from a range of other GCSE or vocational courses. Some students may require a more personalised learning and may follow fewer subjects dependant on their personalised needs. The full set of courses currently offered this academic year at KS4 are:

- Art (Fine Art, Textiles, Photography, Graphics)
- Computer Science
- *Enterprise and Marketing*
- Food Nutrition
- Geography
- History
- *Health and Social Care*
- *iMedia*
- Modern Foreign Languages
- Music
- PE
- *Performing Arts (Drama)*
- Science
- Sociology

In addition to the above examination courses, all students follow non-examinable courses in Physical Education, Personal and Social Education, Careers and Religious Education.

As a school we offer a wide variety of extra-curricular activities and some of these are designed to support our students in their studies.

At King James's School we provide a strong network of pastoral care with the core purpose of ensuring that students feel happy, safe and able to achieve. The fostering of respectful relationships between students, their peers and staff allows everyone to feel a sense of pride in their school community and how it develops.

Student support begins with the form tutors who provide the all-important daily

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contact with the students. They monitor attendance, punctuality and behaviour and generally ensure students are happy and progressing. They are the first point of contact for parents.







# Job Advert

Grade 9 SCP 54-57 – 37 hours per week, term time plus 10 days  
Starting salary £29,837 increasing to £32,303 with service

We are seeking to appoint an outstanding Data Manager to join our business support team. This key role is responsible for our all our student data, which is held in our Management Information System (MIS). You will be responsible for the day-to-day operation of the MIS and will provide data analysis to various stakeholders to help improve student outcomes. You would also be responsible for dealing with admissions into the school. The ideal candidate will be an experienced data analyst who is comfortable utilising Excel. Ideally, we would also like someone who is familiar with Bromcom, although this is not essential.

This is an excellent opportunity for a dedicated and ambitious colleague to join our school. We are justifiably proud to be one of the highest attaining 11-16 comprehensive schools in Kirklees and we are regularly heavily oversubscribed. The school serves a suburban area and several villages to the south and east of Huddersfield.

We are Single Academy Trust, having converted in September 2012. We were awarded 'Good' in our November 2019 inspection and consistently achieve excellent grades at GCSE. We have a strong and committed staff who are proud to work here.

'The King James's Way' sets out the values and commitments which lie at the centre of everything we do. Though we are proud of our academic success, we are equally proud of our inclusive approach and first class, wraparound pastoral care.

At King James's School we are proud of our inclusive and supportive working environment. As an organisation that values and nurtures talent, we are committed to helping you fulfil your potential. With a comprehensive training and development programme, tailored to your needs and the requirements of the school, we will enable you to flourish in your role and perform to the very best of your abilities.

We are committed to safeguarding and promoting the welfare and safety of children and young people and expect all staff to share this commitment. All staff will be subject to an enhanced DBS check. This post involves direct contact with children and is considered to be a regulated activity. This role is exempt for the Rehabilitation of Offenders Act 1974, so most criminal convictions must be disclosed to us.

You can find full details of the role and how to apply [here](#).

If you have any questions about the role please call Tracey Brook, PA to the Principal, or email her ([staff.tbroom@kingjames.school](mailto:staff.tbroom@kingjames.school)).

Completed applications should be submitted **by 9.00am Monday 2<sup>nd</sup> December 2024.**



# Job Description

## PURPOSE OF POST

- Be responsible for the day-to-day operation of the school's Management Information System (MIS), ensuring the highest standard of consistency, accuracy, integrity and security of the school's data in all systems and processes, in line with statutory requirements.
- Manage effectively competing demands from a variety of senior colleagues:
  - Support the Vice Principal for Safeguarding and Inclusion in admissions processes
  - Support the Assistant Principal for Standards in delivering high quality business intelligence and management information.
  - Support the Assistant Principal for Curriculum Intent to implement the whole school timetable.

## KEY AREAS

1. Development and maintenance of the MIS
2. Progress data
3. Parent app and student portal
4. Timetable
5. End of Year
6. Admissions
7. External Statutory Returns
8. Exams
9. National Agenda
10. Continuous Professional Development
11. Safeguarding
12. General

## Duties & Responsibilities

### Development and Maintenance of the MIS

- Input and maintain accurate student data held in the MIS
- Manage and develop academic, behavioural and report databases, spreadsheets or equivalent.
- Manage the flow of relevant student data between the school and all outside agencies.
- Manage all staff accounts on the MIS including permissions and passwords ensuring appropriate access for all users
- Regularly review the MIS's efficiency and effectiveness, taking into account planned system developments and opportunities to improve working practices
- Support the integration of the MIS with other systems and databases within school to ensure seamless data management and drive continuous improvement
- To be the principal contact with the MIS provider, report any issues and ensure prompt and appropriate resolution



- Remain up to date with best practice developments relating to data and information, including statutory procedures, to ensure the school's internal processes are effective.
- Maintain awareness of MIS updates and training.

### **Progress data**

- Obtain and import Key Stage 2 results and other benchmarking data into the MIS to enable to production of student targets.
- Ensure relevant targets are set for all students and produce and distribute target information to relevant stakeholders.
- Support the Assistant Principal (Standards) in the delivery of the school's Assessment Calendar
  - Design, develop and produce complex marksheets and report templates, working with staff to identify their data requirements, putting in place solutions that address these needs
  - Monitor the submission of relevant assessment data by staff, in accordance with the assessment calendar, ensuring accurate recording
  - Ensure timely publication of all reports
- Produce a variety of student reports for parents and external agencies where appropriate.
- Produce a variety of student 'pastoral' reports, with analysis, for Pastoral Leaders:
  - Contribute to the school's reward and behaviour tracking, producing reports on whole school and student level data e.g., attendance, punctuality, behaviour, exclusions, student movement, rewards, ...
- Produce a variety of student 'progress' reports, with analysis, for Heads of Faculty & Subject Leaders:
  - Produce accurate and timely (tabular and graphical) analyses and reports relating to school and student performance as per the assessment calendar
- Produce clear, concise, accurate information, analysing data for specific trends, to support the Senior Leadership Group (SLG), and Governors:
  - Provide accurate data and information to support the SEF (School Self-Evaluation Form) and SIP (School Improvement Plan).
- Provide administration support for intervention strategies of key groups including revision schools, student conferences and student mentoring programmes.
- Monitor and supervise staff use of SMID and other software, providing support, training and advice as necessary.

### **Parent app and student portal**

- Update and maintain records accessible to parents via the Parent App and Student Portal
- Prepare and publish student progress reports for progress evenings and upload to the student portal/parent app
- Actively engage parents and carers to use the Parent app, offering training/support where necessary.



### **Timetable**

- Support the Assistant Principal (Curriculum Intent) for the production and implementation of the timetable:
  - Produce timetables for all teaching staff from the MIS
  - Implement changes that need to be made due to in-year staffing changes
  - Set up and allocate students to classes, groups and courses
  - Create timetables for all students and set lists for staff
  - Update in-year changes to student class/course memberships
  - Maintain and update the Duty Rota, Detention Rota and any other rotas as necessary.

### **End of year**

- Perform start and end of year routines in line with the MIS guidance, ensuring the smooth transition of data from one academic year to another.

### **Admissions**

- Managing student admissions to ensure compliance with statutory guidelines and school policies, liaising with colleagues to do so in a timely and accurate manner.
- Send educational records and the common transfer file (CTF) to destination schools as necessary
- Contribute to school's Admissions Arrangements
- Act as key point of contact with parents and the Local Authority, regarding school admissions and appeals.

### **External statutory returns**

- Complete appropriate returns of information to the DfE and other statutory bodies, ensuring accuracy and validity of all external data returns
- Produce and submit termly School Census, liaising with relevant staff as required
- Assist with processing information returned from the DfE and other statutory bodies.

### **Exams**

- Support the Exams officer in the logistical administration of exams & results, and the accurate administration of all qualifications.
- Prepare internal examinations results analysis as soon as results are released
- Prepare GCSE examinations results analysis as soon as results are released (within last two weeks of August)

### **National agenda**

- Maintain awareness of the changes to DfE (Department for Education) accountability measures, curriculum updates and developments in the use of data and target setting within the education sector, advising of the implications on tracking systems and analysis within school.





### **General Data Protection Regulation**

- Ensure all data is kept secure and fulfils the requirements of the GDPR (General Data Protection Regulation).
- Support staff in the use of the MIS and in their adherence to data protection regulations.

### **Continuous Personal Development**

- Ensure all relevant training is current.
- Advise colleagues on the school's MIS and data capabilities and provide ongoing support and training for staff where necessary, producing guidance on school data systems.
- Contribute to in-house training, on use of systems and data analysis, as required.
- Attend training to enhance knowledge.

### **Safeguarding**

- Ensure that the school safeguarding and child protection procedures are followed.
- As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

### **General**

- Take an appropriate role in the life of the school supporting its distinctive ethos and values, and actively promoting our policies and practices.
- Carry out any reasonable task as requested.
- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School communications.

### **Responsible to: Vice Principal Quality of Education**



# Person Specification

Requirement	Essential	Desirable
<b>Qualifications and Experience</b>		
Experience of data entry, administrative work and using a Management Information System (MIS)	✓	
Good literacy and numeracy skills	✓	
Experience of analysing data	✓	
Experience of working as a data analyst, or in another relevant role, including analysing information and producing professional reports		✓
Experience of managing a Management Information System and manipulating data sets		✓
Experience of coaching and training colleagues		✓
Experience of dealing with school admissions		✓
Experience working in a school environment		✓
<b>General and specialist knowledge</b>		
Knowledge of specialist in-house computer systems	✓	
Ability to analyse data and present it in various forms	✓	
Knowledge of Microsoft Office, including Outlook, Word, Excel and PowerPoint	✓	
Knowledge of the Management Information System Bromcom		✓
Broad knowledge of school admissions processes		✓
Understand the principles of GDPR	✓	
<b>Communication skills</b>		
Ability to communicate verbally with a wide variety of stakeholder including staff, students and parents/carers	✓	
Ability to produce good quality written correspondence	✓	
Ability to build respectful and appropriate relationships with a variety of stakeholders including staff, students and parents/carers	✓	
Ability to convey information in a way which is understood by a variety of stakeholders	✓	



Requirement	Essential	Desirable
<b>Time management</b>		
Ability to manage competing demands effectively	✓	
Ability to manage a workload and meet deadlines, while working to a high standard	✓	
Ability to work under time pressure	✓	
Ability to demonstrate flexibility to meet the needs of the school	✓	
<b>Personal Attributes</b>		
A keen eye for detail. Ability to spot trends, anomalies and inconsistencies	✓	
Ability to work as part of a team as well as independently	✓	
Responsive to change	✓	
Clear thinking with excellent organisational and planning skills	✓	
Committed to continued professional development and self-evaluation	✓	
A flexible approach to work	✓	
High personal standards and integrity	✓	
Committed to being a team player and supporting colleagues	✓	
<b>Wider school</b>		
Committed to safeguarding the welfare of students	✓	
Committed to equality	✓	
Willingness to be involved in the wider life of the school	✓	