

# Recruitment Pack

## Data Manager

Closing Date: 20th September 2024  
at 08:00 am



MARINE ACADEMY  
PLYMOUTH

the  
university  
school

LEADERSHIP | RESILIENCE | ASPIRATION

Ted  
Wragg  
TRUST

# Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust  
CEO, Moira Marder**



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

## Our Values



### Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

### Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

### Collaboration

- build **trust**
- build strong **relationships**
- **be stronger together**

## How will we succeed?





# Marine Academy Plymouth

**Aim High. Be Kind. Don't Give Up.**

Welcome from the Principal

Thank you for your interest in joining our community at this exciting time in the journey of our school. Driven by our passion for social justice, we are incredibly proud to have recently been rated 'Good' by Ofsted, and are now striving to become a beacon of national excellence, eager to redefine what is possible in education. Our mission is ambitious yet clear: to provide every student with the opportunity to get to and through university. By achieving this, we empower our students to excel in top careers and live the best possible lives.

To work here, you must believe in the importance of setting the highest expectations for both student behaviour and academic achievement. We believe that exceptional conduct is crucial to maintaining a safe and happy environment for all and we support our teachers in delivering an unashamedly academic curriculum, where they teach as the subject experts in a calm, purposeful environment. Equally, we believe that joy and community are just as crucial to our school culture. We encourage all staff to create warm, positive relationships and bring moments of joy to students. Our innovative rewards and celebration systems go above and beyond those of other schools, ensuring that students feel valued and recognised for their achievements. This balance of high expectations and a joyful, supportive atmosphere helps our students reach their full potential while building a strong, connected community.

At our school, we believe that the well-being of our staff is fundamental to our success. That's why we are committed to enabling a healthy work-life balance and providing ongoing professional development for all staff, at every level and in every role. We deeply value the contributions of every member of our team, knowing that a culture of collaboration is essential to ensuring our academy continues to improve and evolve. You will also benefit from being part of the Ted Wragg Trust, an ambitious and inclusive family of schools that shares our belief in the transformative power of education. Being a part of this network enables us to collaborate with some of the best leaders, teachers, and communities, further enriching our educational environment and enhancing the opportunities available to both staff and students.

If you share our vision and are passionate about making a real difference in the lives of young people, we would be delighted to welcome you to our school.

Warmest Regards,

Jen Brimming  
Principal

# Key Details

<b>Job Title:</b>	Data Manager
<b>Location:</b>	Marine Academy Secondary
<b>Salary:</b>	Grade E (Actual Salary £24,525 to £27,190.96)
<b>Closing Date:</b>	Friday 20th September 2024
<b>Interviews:</b>	ASAP
<b>Required From:</b>	TBC

Your paragraph text

If you share our ambition, values and commitment to social justice, we would love to hear from you.



## How to apply

If you would like an informal conversation about this role, or would like to arrange a visit, please contact at SLT Admin at [SLTAdmin@marineacademy.org.uk](mailto:SLTAdmin@marineacademy.org.uk)

Please use the application form available on the Trust website: [https://ce0218li.webitrent.com/ce0218li\\_webrecruitment/wrd/run/ETREC179GF.open?WVID=002975IVaQ](https://ce0218li.webitrent.com/ce0218li_webrecruitment/wrd/run/ETREC179GF.open?WVID=002975IVaQ)



# Job Description

<b>Job Title:</b>	Data Manager
<b>Location:</b>	Marine Academy Plymouth
<b>Responsible To:</b>	AAP- Narrowing The Gaps
<b>Salary Grade:</b>	Grade E
<b>Contract:</b>	Permanent, <u>Full or part time</u> hours available.

## 1. Key Purpose of Job

To ensure the smooth running of the MIS system. To provide timely and accurate data to inform Academy improvement strategies. To manage and maintain the Management Information System.

## 2. List Key Duties and accountabilities of the post

To support the Leadership Team to provide analyses of internal and external data, as requested

To prepare, maintain and interrogate the data reporting package for student assessments, ensuring data is complete and up-to-date

To design forms to report results to parents from data held and produce reports for parents within the reporting cycle deadlines

To prepare analyses for teaching staff and support subject areas as necessary to monitor and evaluate the value of the data they produce

To contribute to the development and review of whole school data-related policies and timelines.

To prepare subject reports for Heads of Department following each progress tracker

To ensure that manual and computerised student assessment information is kept up-to-date, i.e. student data, groups, etc

To develop and maintain the Academy's Management Information System, updating staff training to ensure that the data facilities are fully and effectively utilised

To maintain SIMS modules/4Matrix for assessment and reporting

To be responsible for data input of all internal and external examination results using Assessment Manager, using own initiative to develop systems that meet the needs of the Academy to ensure accurate reporting of examination results and pupil information

To be responsible for the collation and analysis of performance data, including CAT tests, Pre-Public Exam data, Key Stage 3, 4 & 5 results, GCSE and equivalent results

To assist with timetable changes during the year

Effectively maintain the MIS system (SIMS) to ensure accuracy of all student data

Ensure all data information is held appropriately following GDPR regulations and guidelines.

Be responsible for the accurate preparation of statutory census returns three times a year ensuring deadlines are met

To support the timetabler with groupings and other inputs into SIMS for class lists

To ensure the security of data in the Academy

To attend relevant internal/external meetings

To undertake relevant continuing professional development

To undertake general administration duties as required



### **3. Supervision / Line Management Responsibility of the post**

None

### **4. Working Environment & Conditions of the post**

The post is based at Marine Academy Plymouth, however the post holder may be required to travel and work at other sites from time to time to enable effectively deployment of the responsibilities of this position.

## 5. Other Duties

To undertake additional duties as required, commensurate with the level of the job.

To contribute to the effective working of the school

Maintain positive, professional relationships with students, parent/carers and teachers

Maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld

To participate in induction training, staff review processes and professional development opportunities

## 6. Other Information

All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.

The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and school vehicles.

The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.

The post-holder is expected to familiarise themselves with and adhere to all relevant Academy Policies and Procedures.

The post-holder must comply with the Schools Health and Safety requirements.

This post is based at Marine Academy Plymouth, but the post holder may be required to travel or work within other partnership schools within the Trust upon request.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons that they are responsible for or come into contact with.



# Person Specification

Key to Evidence:

A – Application Form & Letter

C - Certificates

I - Interview

R - Reference

	Essential / Desirable	Evidence
<b>Qualifications and Experience:</b>		
Minimum GCSE A* - C (level 4 or above) in English & Maths	E	A,C,I,R
MIS/Business Administration qualification	D	<u>A,C,I,R</u>
Experience working in a busy administration office environment	E	A,I,R
Managing and maintaining data bases	E	A,I,R
Supporting and developing administrative systems	E	A,I,R
Strong level of IT literacy particularly in the use of MS Office products	E	A,I,R
Strong oral and written communication skills at all levels of the organisation	E	A,I,R
Ability to work to tight deadlines and be able to re-prioritise at short notice	E	A,I,R
Knowledge and understanding of data protection and GDPR legislation	E	A,I,R
Knowledge and understanding of the requirement for Education based data returns	D	A,I,R
Requirement to participate in training/development as/when identified by line manager as essential for performance of the post	E	A,I,R
Effective team player	E	A,I,R
Ability to work under pressure and remain calm in difficult situations	E	A,I,R
Ability to use own initiative and to work independently and also to work as part of a team	E	A,I,R
Act as a role model to staff and children	E	A,I,R
Committed to equality of opportunity and the safeguarding and welfare of all pupils	E	I,R
Ability to fulfil all spoken aspects of the role with confidence and fluency in English	E	A,I,R
This post is subject to an enhanced DBS disclosure	E	A,I,R

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.





# Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.

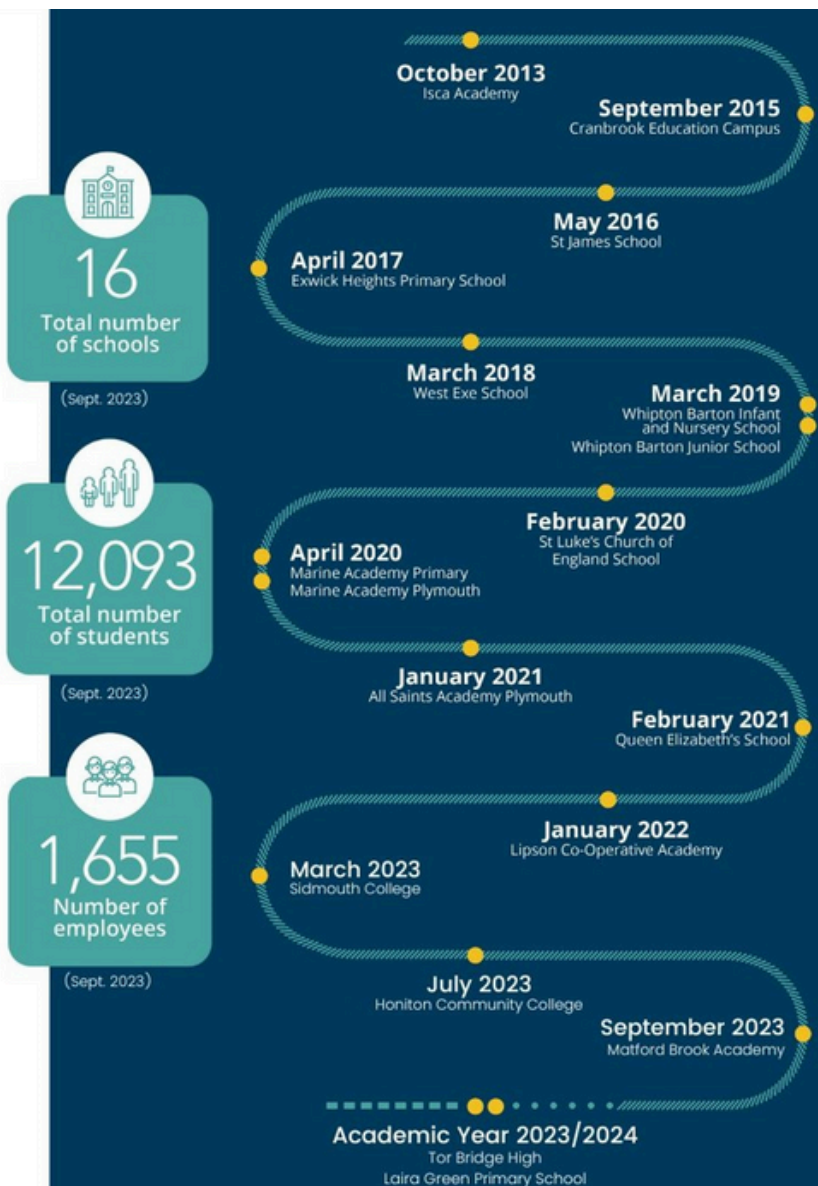


In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

# Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



## Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.



Thank you for your interest!



Ted  
Wragg  
TRUST