

CANDIDATE PACK

Management Information System
and Trust Data Manager

EXPANDING HEARTS AND MINDS

Table of Contents

Our intent is to provide an aspirational and enriching education, motivated by our Christian foundation to extend the love of God within a supportive, inclusive community, where each person is known, valued and enabled to flourish; to explore and develop their God given talents, to engage with the world of today and to build a resilient and visionary hope for tomorrow rooted in joy, integrity wisdom and compassion.

03

Welcome letter from CEO &
Executive Headteacher

13

School aims

04

Job description

14

Our history

08

Person specification

15

Isleworth and the surrounding Area

12

Our vision and values

16

Employee benefits

“ Your school houses some of the most kind, dedicated and committed staff I have ever met “ Teacher



**THE GREEN SCHOOL
TRUST**

e: recruitment@tgstrust.com

t: 0208 321 8080

INTRODUCTION

A warm welcome from the CEO & Executive Headteacher

Dear Candidate,

Thank you for your interest in joining The Green School Trust.

We are proud to be a community of schools driven by a shared belief that every child deserves an exceptional education, rich in opportunity, ambition and care. At the heart of our Trust is a commitment to nurturing not only academic success, but also character, creativity and a lifelong love of learning.

Working within The Green School Trust means becoming part of a collaborative and supportive network of professionals who are passionate about making a difference. We value integrity, teamwork and innovation, and we invest in our staff through high-quality professional development and meaningful opportunities for growth.

Our schools serve diverse and vibrant communities, and we celebrate the individuality of every student and member of staff. We are looking for colleagues who share our high expectations, our inclusive ethos and our determination to ensure that every young person can succeed.

If you are considering applying, I encourage you to explore our values, visit our schools where possible, and reflect on how your skills and aspirations align with our mission. We are always excited to meet talented individuals who are ready to contribute positively to our Trust.

Thank you for considering The Green School Trust as the next step in your professional journey. We look forward to receiving your application.

Yours sincerely

Ms Heidi Swidenbank

CEO & Executive Headteacher The Green School Trust

MIS and Trust Data Manager

JOB DESCRIPTION

JOB TITLE:	Management Information System and Trust Data Manager
SCALE:	SO2
HOURS:	36 hours per week, 52 weeks per year
HOLIDAYS:	28 days holiday including 3 days for school closure between Christmas and New Year
LINE MANAGER:	Senior Leader
LINE MANAGEMENT OF:	N/A
TEAM MEMBERSHIP:	Trust Senior Administration Team

Main purpose of the post

- To develop and maximise the MIS with Trust schools and at Trust level.
- To support the Trust in meeting its data compliance duties through robust housekeeping of systems information
- To lead on the completion of the school census, trust reporting and other statutory data requirements
- To act as the Trust’s Data Protection Officer, ensuring compliance with data protection legislation and best practice across the Trust and its schools.

Outcomes

- Management Information Systems (MIS) are fully exploited and used effectively by all staff and school functions
- Data compliance and statutory duties including retention of system records are met
- Reporting at all levels is compliant and meets the need of the trust



JOB DESCRIPTION CONTINUED

Specific Responsibilities and tasks

To develop and maximise the MIS with Trust schools and at Trust level

- Be the MIS champion and keep up to date with training
- Ensure MIS & related information management is timely, accurate, planned and available to all stakeholders as required
- Oversee the smooth running of the MIS and its link to other systems and provide technical advice and support for the Trust and its schools
- Signpost and liaise with all the Managed Service Provider and MIS third party suppliers in order to optimise MIS functionalities within the Trust and each MIS
- Support a cohesive approach to the development and delivery of MIS and Systems information across the Trust
- Ensure technical updates are timely and functioning across the Trust
- Oversee the school census and other statistical government returns
- Work with the Executive Leader to develop and manage MIS information at Trust level
- Assist in the support of the common transfer file system to provide consistency of data from school to school
- Ensure all staff have relevant access to whole school data systems linked to the MIS
- Provide technical support and advice for MIS and related modules
- Support staff who upload and manipulate student and staff data with systems/software/technical function e.g. registration groups; student membership allocation and HR
- Be the primary contact for MIS support
- Administrate MIS and system permissions, including passwords and ensuring all staff have correct access
- Create and publish reports and templates on request
- Ensure effective use is made of school information management systems
- Ensure efficient maintenance of the MIS database
- Maintain Student and Staff photos in MIS

Systems Development of MIS is effective and serves the developing needs of the Trust and its schools and time table is well supported

- Systems development of MIS is effective and serves the developing needs of the Trust and its schools
- Develop school information systems which provide relevant and required information for the Senior Team as required
- Maintain interface between MIS system and other data management systems used within school operations including HR, Exams, Data, Admissions, Attendance etc
- In conjunction with SLT be responsible for further the purchase of additional modules for MIS and other MIS related school/Trust data system software/packages as required
- Promote the use of new technologies in relation to organisational data collection and analysis and support other staff in its implementation
- Support the development of school/Trust wide MIS and related web-based platforms
- Ensure the parent portals are managed and operated in line with SLT requirements
- Ensure and support the smooth transition of the time-table within each Trust school from one academic year to the next
- Update and apply periodic and casual changes to timetable, teachers and rooms
- Assist with the inputting of the Time-table including shared teaching in preparation for the new year and promote the time-table
- In conjunction with the Trust CPL lead ensure that training is co-ordinated and available for all staff as relevant
- In conjunction with the Trust CPL lead and HR Officer ensure that new staff induction includes training for MIS and other school systems. This can be through third party providers or delivered in house.
- Support the data team with accurate student data as required
- Liaise with Data and exams to ensure students courses are reflected accurately in the time-table

JOB DESCRIPTION CONTINUED

To support the Trust in meeting its data compliance duties through robust housekeeping of systems information

- Ensure any data migration and purchasing of a new systems is conducted with due diligence and analysis
- Data compliance including retention of system records is met
- Liaise with HR in ensuring housekeeping of MIS systems is well managed such as starter/leaver processes
- Ensure that the correct records are maintained and enabled for MIS linked systems such as the visitor management system, bio store etc
- Ensure organisational systems data and information required for School Census, Get Information about Schools - GIAS by external bodies is accurate and updated as required
- Champion data protection and support SAR, FOI and any data breach policies and procedures as requested.

To act as the Trust's internal Data Protection Officer (DPO)

- Act as the Trust's designated Data Protection Officer, ensuring compliance with the requirements of the UK GDPR, Data Protection Act 2018, and related legislation.
- Provide advice and guidance to the Trust, its schools and staff on data protection obligations and best practice.
- Monitor compliance with data protection policies, procedures and standards across the Trust and its schools.
- Lead on the development, review and implementation of data protection policies and procedures.
- Act as the first point of contact for data protection queries from staff, students, parents and external bodies.
- Oversee the management of Subject Access Requests (SARs), Freedom of Information (FOI) requests, and other information rights requests in accordance with statutory requirements.
- Support the investigation and management of data breaches, ensuring appropriate reporting, documentation and mitigation measures are in place.
- Maintain and review the Trust's data protection documentation, including the Record of Processing Activities (ROPA), privacy notices and data sharing agreements.
- Advise on and support Data Protection Impact Assessments (DPIAs) for new systems, projects or processes involving personal data.
- Deliver and/or coordinate data protection training and awareness for staff across the Trust.
- Ensure appropriate data retention, archiving and secure disposal processes are in place across Trust systems.

5. General Responsibilities

- To support in the delivery of the Trust's aims as directed by the CEO/ Executive Headteacher in line with the ethos of the Trust
- To uphold the staff Code of Conduct and ensure that personal and professional conduct is in line with the ethos of the Trust.
- To be aware of and to adhere to child protection policy and procedures.
- To be responsible for own continuing self-development, undertaking training as appropriate.
- To engage in the Trust's Appraisal process
- To represent the school at relevant meetings
- To carry out two lunchtime duties per week
- Prepare and deliver appropriate CPD to colleagues

This job description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It may be subject to modification or amendment at any time after consultation between the post-holder and Executive Headteacher. These responsibilities are subject to the general duties and responsibilities contained within the statement of contract.

MIS and Trust Data Manager

CATEGORY	JOB REQUIREMENTS
<p><u>EQUAL OPPORTUNITY</u></p> <p>Specify objective equal opportunity criteria related to effective job performance.</p>	<p>Awareness of the Trust’s role as a service provider and employer with regard to equal opportunities.</p>
<p><u>EXPERIENCE</u></p> <p>Specific job knowledge <u>necessary</u> for the effective performance of the post.</p>	<ul style="list-style-type: none"> ● MIS Expertise: Experience in managing and maximising Management Information Systems (MIS) within an educational or multi-academy trust setting. ● Data Protection Leadership: Proven experience acting as a Data Protection Officer (DPO) or in a high-level data compliance role, with deep knowledge of UK GDPR and the Data Protection Act 2018. (Desirable) ● Statutory Reporting: Demonstrated success in leading and completing the school census and other statutory government returns such as GIAS. ● Technical Support: Experience in providing technical advice and troubleshooting for MIS modules and related school software. ● Staff Development: Ability to design and deliver high-quality CPD and induction training for staff on MIS and data protection. (Desirable)
<p><u>KNOWLEDGE AND SKILLS</u></p>	<ul style="list-style-type: none"> ● Systems Integration: Technical proficiency in maintaining interfaces between MIS and other school operations systems (HR, Exams, Admissions, etc.). ● Regulatory Compliance: Understanding of information rights, including Subject Access Requests (SARs) and Freedom of Information (FOI) requests. ● Timetable Management: Knowledge of school timetable structures and the ability to support annual transitions and periodic changes. ● Data Analysis and Migration: Skill in conducting due diligence for data migration and the purchase of new technological systems. ● Information Management: Ability to manage complex documentation, such as the Record of Processing Activities (ROPA) and Data Protection Impact Assessments (DPIAs).

MIS and Trust Data Manager

<p><u>EDUCATION & QUALIFICATIONS</u></p> <p>Level of qualifications (if any) is <u>necessary</u> for the effective performance of the duties.</p>	<ul style="list-style-type: none">• High level A Level qualifications• Bachelor's degree in IT, Computer Science combined with experience in School Management Information Systems
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<p><u>PERSONAL SKILLS</u></p> <p>Skills which are most relevant to effective job performance.</p>	<ul style="list-style-type: none">• Communication: Excellent interpersonal skills to liaise effectively with stakeholders ranging from the CEO and DfE to students and parents.• Confidentiality: Unwavering commitment to maintaining the highest levels of confidentiality regarding sensitive pupil and staff information.• Safeguarding: A deep commitment to safeguarding and promoting the welfare of children, with a willingness to undergo an enhanced DBS check.• Professional Conduct: Ability to uphold the staff Code of Conduct and reflect the ethos and values of the Trust in all professional interactions.• Adaptability: A flexible approach to work, including the willingness to undertake general school responsibilities like lunchtime duties.
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Safeguarding

The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to the statutory guidance “Keeping Children Safe in Education”.

Staff are expected to adhere to the Trust’s Safeguarding Policy and to undertake regular training.

This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment.

For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

Confidentiality

Employees of The Green School Trust may see, hear or have access to, information on matters of a confidential nature relating to the work of The Green School Trust or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

Employees of The Green School Trust will have access to data and personal information that must be processed in accordance with the terms and conditions of the GDPR.

Equal Opportunities

The Trust is committed to achieving equality of opportunity and expect all employees to implement and promote the Trust’s Equality Policy in their own work.

Health and Safety

Staff are required to comply with the school’s Health and Safety policy at all times.



Our Vision and Values



Our vision

- To provide an excellent, aspirational, and enriching education for those of all faiths and none, where each member of our community is known, valued, safe and enabled to flourish
- Enable all members of our community to live life in all its fullness, explore and develop their God given talents and to celebrate their achievements, creativity, diversity and uniqueness
- Support our students to live hope filled lives in harmony with others, have a positive impact on society and prepare them well for their future pathways;
- Embrace our SERVICE values
- Empower our students and staff to let their light shine

Our values

- SERVICE - we put others before ourselves with kindness
- EXCELLENCE - we have high standards for ourselves and others in all that we do
- RESPECT - we treat others how we would like to be treated
- VALUE - we recognise the unique worth of each other, ourselves and the environment and care for each accordingly
- INTEGRITY - we are honest and trustworthy
- COMMUNITY - we contribute, collaborate and make a positive difference to our school and the wider community
- EQUITY - we work to remove disadvantage, prejudice, bias and intolerance of any kind, and enable all to flourish

School aims



This year we intend to build on restore, respond and reconnect. Our aim is to engage, enrich and enlighten

ENGAGE

- Teachers are highly engaged with research and evidence based practice to deliver expert teaching that inspires and supports all learners to achieve
- Students and staff are actively engaged in fostering positive, healthy, safe relationships
- Students commit to their own academic and personal development and are enabled to flourish

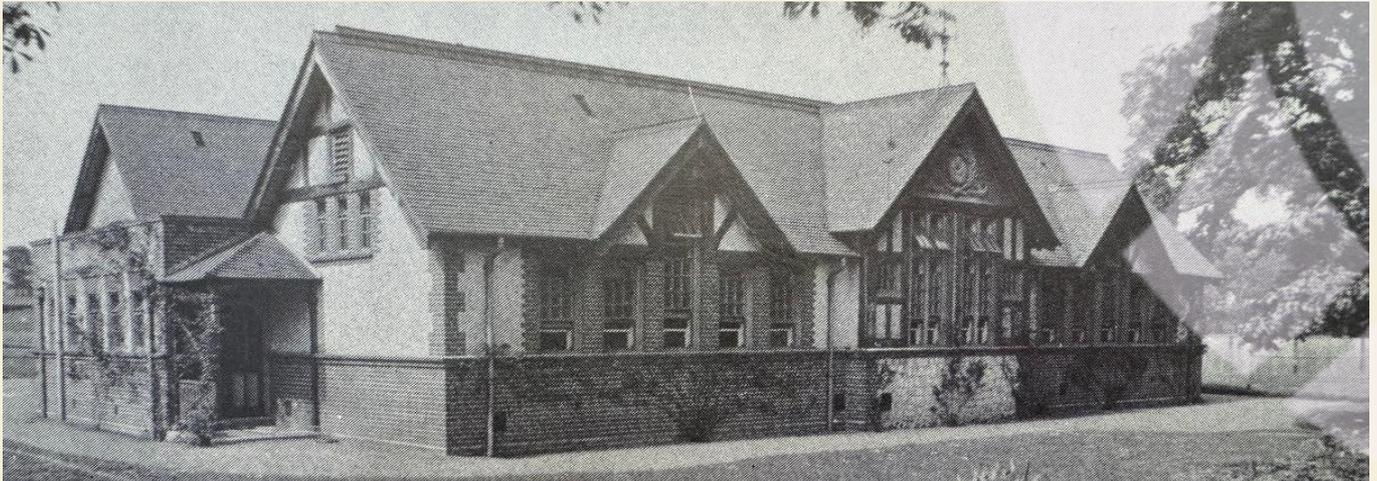
ENRICH

- Staff build a deep, knowledge-rich curriculum embracing diversity, equity and equality
- Staff offer a broad and inclusive co-curricular provision to extend knowledge and skills beyond the classroom, in which students actively participate
- Student Leadership opportunities enable students to become inspirational role models making contributions to the school and to the wider community.

ENLIGHTEN

- Students develop self-efficacy through their engagement and interactions with staff, peers and their own learning.
- Students grow in self-awareness, self-control and self-direction by recognising appropriate and safe behaviour in relationships and conduct as individuals and within student cohorts
- A safe and open forum is created to explore topical, current and difficult subject matter, which all members of the school community approach with tolerance and open mindedness.

Our History



The Green School has a long history dating back to 1796 making us proud to be one of the oldest schools in the area. Originally a Sunday school, it was endowed by some of the more wealthy residents of Isleworth such as the Duchess of Northumberland in 1864, and operated as an elementary school until 1904 when the trustees decided to conduct it as The Green School for Girls.

In 1906 it moved to its current site at Busch Corner on land given by the Duke of Northumberland who owns Syon Park. Despite bomb damage during the Second World war, the original building has survived with new additional buildings to the East and West of the site. This includes the Art, Maths and Science block and new Sixth Form Building which was completed in 2019. In 2017, The Green School for Boys was opened at a site on the opposite side of Busch Corner, adjacent to Syon Park.

The school now operates as an academy trust incorporating both the boys and the girls school as well a co-educational sixth form which is located across both sites. The Green School continues to provide an excellent education for boys and girls from both Isleworth and the surrounding areas as it has done for centuries.

Isleworth and the surrounding area

The Green School Trust benefits from superb location in South West London and is in close proximity to major transport links as well as historic buildings, ancient parkland, miles of riverside and a range of dining, shopping and entertainment venues.

Transport

The schools are located within an 8 minute walk from Syon Lane station which is served by South West Trains and terminates at London Waterloo station. Other stations including Twickenham, Gunnersbury, Osterley and Boston Manor can all be accessed within a short bus ride. This connects the school to the Piccadilly Line, District Line and London Overground Services. By car it is possible to access both the M4 and Heathrow Airport within 15 minutes, the M25 within 20 minutes and central London within 30 minutes (outside of rush hour).

Historic Parkland

The Green School for Boys is adjacent to Syon House and Park which boasts acres of parkland dating back 600 years. The school has views across this park making it a pleasant and tranquil place to work. Both schools are walking distance from the riverside walks of Old Isleworth and Brentford where you can pick up both the Thames Path and the Grand Union Canal walking routes.

There are numerous other sites of historic and natural interest in close proximity to the school including Boston Manor and Park, Gunnersbury Manor and Park, Kew Gardens, Richmond Park and Osterley House and Park.

Dining, Shopping and Entertainment

The school is in close proximity to Hounslow Town Centre (2 miles), Richmond Town Centre (3 miles), Twickenham (4 miles), Kingston (6.5 miles) and Westfield White City (6.5 miles). These locations all boast a range of restaurants, cafes, pubs and bars as well as shops and cinemas. It is also less than a mile from the newly opened Brentford Riverside development which incorporates a range of independent businesses including shops, cafes, restaurants and will soon have a drive in cinema.

Benefits of working at The Green School Trust



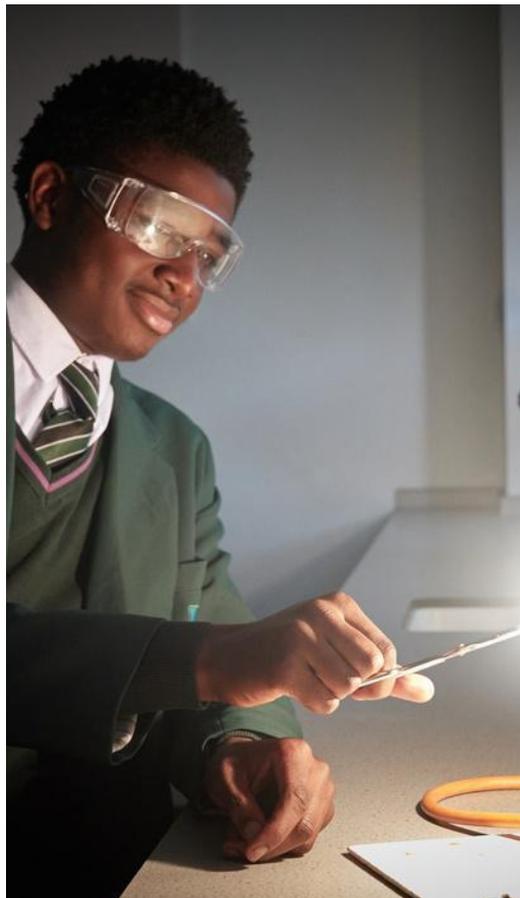
We offer:

- An exciting opportunity to lead a reflective, aspirational school founded on christian values
- The chance to contribute to the development of the Green School Trust
- Strategic and operational support across the Trust
- Structured professional development within the school and across the Trust
- The chance to participate or lead on NPOs as a delivery partner for Best Practice Network
- Accelerated personal development opportunities
- A focus on wellbeing and valuing staff as professionals and people
- A supportive family friendly ethos
- An Employee Assistance Programme with Health Assured free to all staff
- Directed time sensitive to planning, marking and sharing good practice
- A progressive IT learning environment with individual staff devices provided
- An Occasional Day in December
- An extended October half term and an early finish in the summer term
- An excellent location with Syon Lane main line (direct to central London) and good bus services to Richmond, Twickenham, Chiswick, Hounslow and Ealing on the doorstep.

A full programme of support for all new staff is provided. CPD and the development of leadership skills is an important part of the school culture and candidates who wish to progress their careers are encouraged to apply. As a Church of England Trust we welcome applicants from all faiths or none but we do ask that applicants support the Christian ethos of our schools.

Closing date for applications:

Interviews will be held the week of the



CONTACT US

Follow us on  

The Green School for Trust
Busch Corner
London Road
Isleworth
TW7 5BB

T | 0208 321 8080
E | recruitment@tgstrust.com