

GALILEO

MULTI ACADEMY TRUST

Application Pack

**Trust Data & Systems
Manager**

Letter to Applicants:

Dear applicant,

We are delighted you have shown an interest in the role of Trust Data & Systems Manager.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust

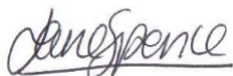
Applicants should return their application form to info@galileotrust.co.uk by the closing date of **Sunday 27th February 2022, midnight.**

Should you wish to enquire about the role, please do not hesitate to contact me on 01642 777963 or via email info@galileotrust.co.uk

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Galileo Multi Academy Trust is committed to safeguarding and promoting the welfare of children.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.



Jane Spence CEO



Why work for us?

Galileo is an exciting multi academy Trust based in Redcar and Cleveland, serving just over 3,000 children aged 2 – 11 with around 500 staff. We are currently a family of ten 'Good' and 'Outstanding' schools whose vision is:

'To make Galileo Multi Academy Trust a leading provider of education, recognised for its core values, ensuring each and every pupil thrives, develops a love for learning and is prepared to take their next steps in life.'

Our values are:

We are **AMBITIOUS** and want every child and colleague to reach their full potential with confidence and to enjoy their learning and work.

We are **INCLUSIVE** so everyone has an opportunity to shine whatever their talents or interests, and no one is left behind.

We act at all times with **INTEGRITY** ensuring that the children in our trust are at the centre of everything we do, and every decision we make.

Our core values make us a great organisation of which to be part, every member of our school community is equally important to us, we want every colleague to reach their full potential and enjoy interesting and fulfilling jobs.

Employee Benefits & Wellbeing:

Staff wellbeing is paramount, especially during recent stressful times which have required seismic changes to the way we both live and work. Staff feedback over the last academic year has been overwhelmingly positive with colleagues feeling supported both practically and emotionally, allowing them to carry on doing the best by every child.

Working for Galileo has many benefits, and as we become more established these will get even better. We want only the best people to take us into the next successful chapter and help realise our vision.

- Galileo adheres to the School Teachers Pay and Conditions Document, and for support staff the NJC conditions.
- Access to comprehensive CPD opportunities from external providers as well as in house from our home-grown team of experts, whether it is nationally recognised accreditation or bespoke provision, we take professional development very seriously.
- Access to all internal cross Trust career opportunities; all posts appear on the Galileo Career site, we love to employ and promote our own people.
- Access to cross Trust secondment and special project opportunities to broaden your experience and help the Trust develop its expertise and share best practice.
- A full human resource service providing advice and support to all colleagues regardless of role or working pattern with welfare at the heart of everything it does.
- Full access to a 24/7 Employee Assistance Programme which is a confidential support programme to help manage stress and offers specialist counselling and information on both financial and work-life issues.



Job Advert

Required: 1st April 2022

Salary: NJC Grade F+ (£29,577 - £31,346) £25,271 - £26,783 Pro rata

Hours: 37 Hours per Week, Term Time only plus 2 weeks

Location: Galileo Multi Academy Trust, The Innovation Centre, Kirkleatham business Park, Redcar, TS10 5SH

Galileo is an exciting multi academy Trust based in Redcar and Cleveland, serving just over 3,000 children aged 2 – 11 with around 500 staff. We are currently a family of ten 'Good' and 'Outstanding' schools.

We are looking for an experienced Data & Systems Manager who has high levels of initiative and is motivated to work in a busy school environment.

The successful candidate will:

Be responsible for the efficient collection, management, checking and reporting of key pupil data, and the management of Academic systems including supporting and maintaining the MI System. They will be:

- Committed to the Galileo MAT Vision Values
- Have up-to-date knowledge of school performance data
- Have advanced excel skills
- The Ability to present information in a clear and understandable format
- Be an excellent communicator

Closing date: Sunday 27th February 2022, midnight

Interviews: W/C 7th March 2022

Please refer to the back cover of the application pack for details of how to apply for this position.

Galileo Multi Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Data & Systems Manager

Grade: NJC Grade F+ (£29,577 - £31,346) £25,271 - £26,783 Pro rata

Responsible to: The Executive Team

Job Purpose

- The Trust Data and Systems Manager will be responsible for the efficient collection, management, checking and reporting of key pupil data, and the management of Academic systems including supporting and maintaining the MI System.

Duties and responsibilities

Maintenance of the School's Management Information System (Arbor), including the annual end of year process and setting up of the new school year.

- Co-ordinating the integration, compliance and ongoing development of relevant data, procedures and processes into the MIS
- Under the oversight of the Executive Team, manage and develop systems for the recording, analysing and reporting of pupil data, particularly in relation to internal and external assessment
- Interpret and provide analysis of academic performance and attendance data
- Create, manage and support the data input and record keeping of staff and pupil data through the provision of custom reports and fields in the MIS
- Keep abreast of the latest developments in national data reporting, pupil assessment and academic systems
- Manage the annual end of year reporting process
- Collect all relevant data for the school censuses, liaising with all relevant parties to ensure the data is fully accurate and ensure all Census data is submitted on time at relevant points in the academic year
- Manage pupil admissions and actively ensure that new pupils on roll are added to the system database in a timely manner
- Support School Administrative Teams with the setup, introduction of any new MI and supporting communication packages

- Provide guidance and support to the Trust Executive Team to assist in the accuracy and publication of Trust attendance data
- Support with the integration of the school MIS with other software packages, for example ParentMail, CPOMs and Assessment software
- Under direction of the CFOO Manage the production of statutory data returns to the Department of Education
- In liaison with the Executive Team, assist with critical updates of academic data throughout the year
- Utilise Power BI to produce informative reports and provide training to colleagues as required
- Provide reports for the senior team and governors at key points in the year, most notably any external results
- Add summary data and post-examination analysis forms for Headteachers
- Provide summaries of pastoral data, including attendance and punctuality, for the SLT Members
- Support with the setup and maintenance of new systems that may be introduced during the academic year

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Executive Team may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.

Person Specification

Attribute	Essential	Desirable	Stage
Education/Qualifications	GCSE Maths and English at C or Above Educated to Level 3	Degree in a relevant subject Relevant A Level (e.g. Maths, ICT) Safeguarding training	A/I
Experience	Use of Excel or similar software to analyse data Up to date knowledge of school performance data	Experience of working in a school as a data manager Knowledge of GDPR Experience of using a Management Information System	A/I/R
Skills/Knowledge	Attention to detail Ability to present information in a clear and understandable format Ability to interpret management information/reports Excellent communicator Excellent IT skills in a range of software packages Excellent organisational skills	Experience of managing an MIS Experience of data management software Experience of developing data and reporting systems	A/I/R

<p>Personal Attributes</p>	<p>Conscientious and hard-working</p> <p>Flexible and willing to adjust working pattern when needed</p> <p>Willing to undertake necessary training</p> <p>Ability to maintain confidentiality</p> <p>A personable nature and able to deal with multi-task requirements and use own initiative</p>		<p>I/R</p>
<p>Special Requirements</p>	<p>Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</p> <p>Right to work in the UK</p> <p>Evidence of a commitment to promoting the welfare and safeguarding of children and young people</p>		

A=Application form. I=Interview. R=Reference.



How to Apply

Application form and further information is available from: www.galileotrust.co.uk under Careers and Vacancies.

Applicants should complete the Trust Application form for all Vacancies and return to info@galileotrust.co.uk

Job Description: This lists the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Jane Spence on 01642 777963 or via email info@galileotrust.co.uk

Thank you for your interest in Galileo Multi Academy Trust. We look forward to receiving your application.