

ST MARY'S SCHOOL ASCOT

Job Description, Person Specification & Application Details Data Manager (Academic) and School Timetabler



St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. **Title.** Data Manager (Academic) and School Timetabler
2. **Location.** St Mary's School Ascot, St Mary's Road, Ascot, SL5 9JF.
3. **Background.** St Mary's School Ascot is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the heart of Berkshire. We are a friendly, stable and caring community, proud of our academic and sporting achievements and dedicated to bringing out the full potential of each of our 390 pupils. We are committed to full boarding, with spaces for a few day pupils living nearby. We offer a stimulating range of extra-curricular activities which take place in the evenings and throughout the weekend. For further details see the website: www.st-marys-ascot.co.uk
4. **Overview of Role.** The Data Manager (Academic) and School Timetabler is a critical role within the school with wide ranging administrative and organisational responsibilities. The candidate needs to be highly skilled in the use of Excel, analytical, logically minded, highly organised, honest, discreet, trustworthy and self-motivated as the role is pivotal in a school environment.
5. **Main Role.** The candidate works under the supervision of the Academic Deputy Head. The main role of the Data Manager (Academic) and School Timetabler is the management and analysis of academic data and to construct and manage the school timetable. Previous experience of working in a similar role within a school or similar educational establishment is not necessary but may advantageous. Candidates from other employment backgrounds are encouraged to apply. Training will be provided as necessary.
6. **Key Tasks.** The key tasks for the Data Manager (Academic) and School Timetabler are set out below. These tasks necessarily adapt and evolve over time and so this list is not comprehensive.

Assisting the Academic Deputy Head in:

- the management of public examination data in August;
- the analysis for public and internal examinations;
- the production of the academic timetables for staff and pupils within the agreed time frame;
- the implementation of timetable changes;
- the ongoing timetabling, curriculum and data matters;
- the dissemination of data, as directed, to staff, pupils, parents and senior management;
- the organisation of the Options Programmes for I/GCSE and A Level subject choices;
- the organisation and implementation of baseline diagnostic testing;
- the analysis of the baseline diagnostic data;
- the scheduling of all timetable and curriculum dates in the school diary management system;
- the production of the termly staff cover rota and lunch rota;
- the administration of the NQT/PGCE programmes;

- the data capture exercises required for ISI, ISC, DFE and CISC working alongside the Examinations Officer;
- the additional analysis tasks within the school, where appropriate;
- other duties as reasonably required by the Academic Deputy Head.

7. **Line Manager.** The Line Manager for the Data Manager (Academic) and School Timetabler is the Academic Deputy Head.

8. **Person Specification.** The Data Manager (Academic) and School Timetabler:

- Must be confident and proactive and able to organise and prioritise work.
- Must have a positive and optimistic approach to life coupled with a keen sense of humour.
- Must be able to work unsupervised and work on his/her own initiative to a very high standard.
- Must be skilled in the use of Microsoft Office software including word processing, Outlook and PowerPoint. Must be highly skilled in the use of Excel.
- Must have excellent attention to detail.
- Must be completely discreet as much of the work involved will be of a confidential nature.
- Must have the ability to deal with a wide range of competing demands in a professional, tactful and efficient manner.
- Must be willing where necessary to “roll up sleeves” to assist in other areas not normally associated with the primary role.
- Must be a team player able to work closely with other colleagues within a busy environment.
- Must have outstanding interpersonal and communication skills.
- Must have sympathy with the religious and educational objectives of the School.

In short, the successful applicant must be ruthlessly efficient, calm in a crisis, good fun and able and willing to go the extra mile to produce work of the highest standard.

8. **Conditions.**

This role follows the general rhythm of the school year including 7 days of staff INSET. The normal hours of work are 40 hours per week from 8.00 am to 4.30 pm Monday to Friday with a half hour unpaid lunch break. Some flexibility exists in the start and finish times to each day.

Term	
Michaelmas	Full time for 13-week term starting on the day before INSET. Half term is not a working week.
Lent	Full time for 10-week term starting on the day before INSET. Half term is not a working week.
Summer	Full time for 11-week term including half term starting on the day before INSET. Half term is a working week.
Holiday work	The first week of the Christmas and Easter school holidays. The first two weeks of the summer school holiday. The week of GCSE results. The week of A Level results.

Salary: A competitive salary reflecting qualifications, skills and experience.

Pension: The successful candidate will be entitled to join the support staff stakeholder pension scheme.

Or

The successful candidate will be entitled to join the school's Workplace Pension Scheme provided by the People's Pension.

Probationary Period: The first six months of employment will be a probationary period during which notice by either side will be 1 week.

Notice: Three months by either party after the probationary period.

Other: Lunch is currently available free of charge during term time.

9. Applications. Applications should be made by completing the attached application form and sending it with a short letter of application (addressed to Mrs Danuta Staunton) to Mrs Nic MacRobbie, St Mary's School Ascot SL5 9JF by noon on 21 October 20.

First interviews will take place on Monday 2 November 2020 and second interviews on Friday 6 November 2020.