



**DATA MANAGER  
JOB  
INFORMATION**



RGS



## DATA MANAGER

### Newcastle upon Tyne Royal Grammar School

To start as soon as possible

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#### THE POSITION

We seek to appoint a Data Manager to work within the IT department at this busy and high achieving school. The position would suit a person with experience of working with management information or data collection systems, preferably in an education setting.

The successful candidate will play a significant role within the IT department adding value and supporting both teaching and support staff in delivering their objectives. Primarily working with the school's various databases inputting and extracting data, preparing the databases for the start of each new academic year, error checking, writing reports and providing analysis to staff, the post-holder will also work within the IT team collaborating on other projects as required.

A proactive approach to analysis and reporting would be an expectation of the role.

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#### THE SCHOOL

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools, and the Sunday Times' North East Independent School of the Decade 2020. We regularly lead all northern schools in national league tables and pride ourselves on academic excellence, a high level of pastoral support, involvement in a wide range of sports and other extra-curricular activities, and our commitment to bursaries and partnerships.

RGS has grown substantially in recent years. There are now some 1,330 students, over 260 of whom are in the Junior School. The Sixth Form of 350 students is one of the largest in the

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independent sector. We became coeducational 20 years ago and girls now comprise 43% of the school.

The school is based in the heart of the City, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a new Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground.



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## THE IT SERVICES DEPARTMENT

The IT Service Department is an integral part of the school and key to the school delivering its teaching and learning objectives. The School is embarking on an exciting stage of its digital journey with the end goal being a device in the hands of every student. A recently appointed Head of Digital Strategy oversees the other roles within the department, these include, the Director of IT Services, End User Specialist, IT Technician and two apprentices. A successful candidate would need to thrive in a fast moving and demanding environment and enjoy new challenges.

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## ACCOMMODATION AND RESOURCES

The successful candidate will be working within the IT Services office, alongside the other members of the IT Services team. The office is located in the centre of the main school building at the heart of the school adjacent to the school's Computing Department.

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## **PRINCIPLE DUTIES**

### **GDPR**

- To ensure the school is compliant with the requirements of UK data protection legislation. Monitoring the school's data processing practices.
- To lead the school policies and procedures on data protection management and act as the point of contact on data management for the school.

### **Information Management System**

- Responsible for the management, support and development of the use of the school's Management Information System (iSAMS).
- Creating / maintaining and developing SQL based reports using SSRS form specifications.
- To manage the annual rollover in iSAMS and to set up the timetable and registration cycles for the beginning of each academic year (iSAMS).
- To extend and/or supplement the use of iSAMS to serve the present and future needs of the School.
- Implement and operate data, assessment and analysis procedures to assist in the collection, analysis, monitoring and tracking of student data and assessment.
- Assist in the management, planning, scheduling and co-ordination of whole school internal and external reporting to parents through the Parent Portal.

### **School Administration Software Systems**

- Initial contact and administrator of various other key administration software used at school. (Currently includes: CPOMS, SOCS, 4Matrix, Room Booking and Parents Evening Systems).
- Assist with the integration of our Information Management System with Microsoft Office suite.
- To assist and provide support for any user issues using the above systems, including permissions, passwords, data queries and any development of the application for new and future uses.
- Coordinate the planning, development and organisation of data services to improve data efficiency and transfer between systems.
- Ensure the accuracy and integrity of the data stored within iSAMS and all other software.
- Provide training, support and guidance to new and current staff in the use of iSAMS and other relevant software packages.
- Support with timetabling and organisation to match our curriculum plan.
- Providing support and development with the school's SQL based administration systems.

### **Other Responsibilities**

- Provide cover for colleagues within the IT Services team during absence or particularly busy times.
- Attend and participate in regular meetings.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

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- Undertake a regular programme of training to ensure that you stay up to date with the needs of the department, and in particular the management of school databases.

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## PERSON SPECIFICATION

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that we are looking for:

### Qualifications and Training

- Degree or equivalent qualification in a relevant field
- SQL training/qualification

### Experience

- Knowledge of Management Information Systems.
- Creating and maintaining information or data collection systems. Creating SQL reports using SSRS form specifications.
- Collection, collation, presentation and interpretation of a wide range of data using ICT systems and software including high level skills in Excel.
- Knowledge of and application of GDPR legislation.

Experience could include:

- Working in a similar school environment
- Experience of working with iSAMS
- Experience of GDPR Practitioner/Data Protection officer (or willingness to undertake training)

### Skills

Essential:

- An interest in education and how technology is allowing new ways to use advanced data analytics to create intelligent environments and track pupil progress.
- High levels of IT competency, with strengths in the use of Excel with specific focus on data manipulation and linking with SQL Data bases.
- Knowledge of database and data management within SQL Server including T-SQL queries/Data Import and Export.
- Exposure to SSRS is an advantage.
- Exposure to a school MIS such as iSAMS (desirable but not essential).
- A good eye for detail, with a good level of organisational and administrative skills.
- Able to communicate effectively with a wide range of people, including non IT specialists.
- Able to work to deadlines and prioritise work accordingly, using initiative to solve problems.

Desirable:

- Certified GDPR Practitioner Certified Data Protection Officer.
- Excellent knowledge of Microsoft Suite, MIS integration with Teams and School Data Sync.

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- Ability to work with Power Bi and other advanced analytic tools to create dynamic insights.

### Personal characteristics

- Eager and willing to learn new skills.
- Ability to work as a team member.
- Work regularly with the Deputy Head Academic and other teaching colleagues.
- Self-motivated and a natural problem-solver who is motivated by implementing processes and solutions.
- Proactive approach to the duties and responsibilities associated with the role with ability to balance conflicting demands.
- An understanding of the wider issues of working with young people (safeguarding, etc) is important.
- A genuine liking of people and the ability to show warmth, good-humour, empathy and sensitivity.

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### LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Sage, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

If you like sport then there's certainly no shortage of top class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.



The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill

walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

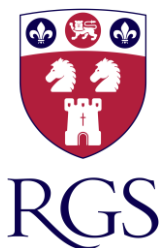
There are some really excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.

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The RGS is on the edge of the city centre, a ten-minute walk from the main shopping areas. The leafy, affluent suburbs of Jesmond and Gosforth are close by with housing ranging from purpose-built flats in terraced streets and conversions of bigger houses to terraced houses, post-war semis and large, family-sized detached houses with big gardens. All of this is within walking distance of the school so no commute is needed. Properties are very affordable both within the city and the surrounding area. If you want to travel to work then you could wake up with a sea view, hop on the Metro and be at school just half an hour later. The region wins tourism and lifestyle awards for very good reasons!

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## MAIN TERMS AND CONDITIONS

- This role is a full-time role, which will include the compulsory safeguarding training at the start of each academic year.
- This is a permanent role.
- The post will report to the Head of Digital Strategy, support and work with the Director of IT Services.
- Salary will be competitive, reflecting the level of responsibility and dependant on experience.
- Whilst this is a support and not a teaching role, we are open to a discussion regarding reasonable salary expectations and potential hours for the right candidate who can bring additional experience and skills to the role. If you would like a further discussion before applying, please email Sarah Buist, Head of Digital Strategy on [s.buist@rgs.newcastle.sch.uk](mailto:s.buist@rgs.newcastle.sch.uk)
- RGS staff salaries are reviewed on 1<sup>st</sup> August each year.
- Working hours will be 37.5 hours per week, Monday to Friday during term time, with a 30-minute unpaid lunch break.
- Holidays –The school offers a generous annual leave entitlement of 31 days plus Bank Holidays for all year-round support staff.
- During term-time, staff are provided with a free lunch, if on site.
- For non-teaching staff we offer a support staff pension scheme with Aviva and on receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme. Details of the scheme will be provided on appointment.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child protection and Health and safety, a copy of which will be made available.
- As with all RGS employees, the Data Manager will be encouraged to become involved in the wider life of the RGS community.
- It is the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- There is a staff car park on site with limited spaces available.

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## HOW TO APPLY

If, having looked through the website ([www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in a covering letter of application. You must complete the application form, even if you want to also attach a CV. You are welcome to apply electronically, please email all documents to [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk).

Please read the Information for Applicants with particular care before applying. RGS is committed to the safeguarding of children and applies the Government's Safer Recruitment procedures, which will include:

- Checking that the submitted application form provides a continuous record of education and employment from age 16 (including education, employment and voluntary work) with reasons for leaving. Any gaps must be accounted by the applicant.
- Provision of at least two satisfactory references, one of which must be from the applicant's current or most recent employer. In addition, the school will seek a reference from the relevant employer from the last time the applicant worked with children. Internal references will be sought where appropriate.
- Completion by the applicant of a confidential form of declaration of physical and mental health (after offer of appointment) and, if necessary, a satisfactory report following a medical examination.
- Evidence or other verification of the applicant's qualifications; For teachers, verification of any award of qualified teacher status (QTS) and the completion of teacher induction or probation. For support roles, evidence of qualifications relevant to the role or those listed on the application form must be provided.
- Obtaining a satisfactory Enhanced Disclosure Report from the DBS (via the applicant) including children's barred list information for those who will be engaging in regulated activity with children.
- Verification of an applicant's right to work in the UK.
- Verification of the applicant's identity including a check of photographic ID, proof of address and a check of the applicant's birth certificate. The applicant must present official documentation to evidence any change of name or surname.
- For teaching roles or anyone involved in teaching, a check that the applicant is not subject to a prohibition order issued by the Secretary of State.
- For management roles (headteachers, senior leadership team (including non-teaching roles,) teaching positions with departmental headship, governors and trustees, proprietors) a check to ensure that the applicant is not subject to a section 128 direction made by the Secretary of State. This applies to any relevant internal applicants.
- If the individual has lived or worked outside of the UK for more than 3 months in the last 10 years, an overseas police check/s must be obtained (via the applicant) and any other checks deemed appropriate by the school, i.e., obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the individual has worked.
- If the role, involves supervising children under the age of eight outside teaching hours or managing the supervision of children under the age of eight outside of teaching hours, applicants must complete a self-declaration to confirm that they are not disqualified from providing childcare under the Childcare (Disqualification) Act 2006 and Regulations 2018.

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If you have any queries or would like to arrange a visit to the school, please do not hesitate to email or to call the Head of Digital Strategy, Sarah Buist (details below).

Interviews will be held shortly after the closing date. We will hope to make the appointment on the day, offering the post and gaining acceptance.

### **Self-Declaration of Criminal Record**

Applicants who are invited for interview will be asked to complete a self-declaration of their criminal record or, of information that would make them unsuitable to work with children. Further information about self-declaration can be found on GOV.UK. Please note that if applicants electronically sign this declaration, they will be asked to physically sign a hard copy of the declaration at interview.

### **Equal Opportunities**

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. To help us achieve this please submit the equal opportunities form with your application. This will be sent directly to the HR team for monitoring purposes.

### **Safer Recruitment**

RGS Newcastle is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy, we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. Shortlisted candidates must declare any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) via the self-declaration form. The successful applicant must obtain Children's Barred List clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.

### **References**

In keeping with the current Keeping Children Safe in Education regulations, references will be sought to support any appointment decisions that the school may make. Further information for applicants:

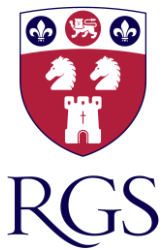
- the school will seek references for all teaching vacancies ahead of interview, one of which must be the individual's current or most recent employer.
- For support roles, it is a requirement for the school to request a reference from your current employer. It is our preference that we request references including one from your current employer before interview. Should you prefer for the school **not** to contact your current employer before an interview, you must supply details of an additional referee who is able to comment on your suitability for the role applied for. We will then contact your current employer at the point of making an offer of employment.
- In addition, the school will seek a reference from the relevant employer from the last time you worked with children, if you are not currently working with children in regulated activity.
- Internal references will be sought where appropriate.

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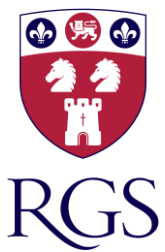
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- References must be completed by a senior person with appropriate authority. For teaching roles, this must be the head of a school. For support roles, this should be the employer, HR or senior level manager.
- Open references will not be accepted.



## CONTACT DETAILS

Royal Grammar School Eskdale Terrace Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: [hm@rgs.newcastle.sch.uk](mailto:hm@rgs.newcastle.sch.uk)

or [communications@rgs.newcastle.sch.uk](mailto:communications@rgs.newcastle.sch.uk)

Sarah Buist, Head of Digital Strategy, [s.buist@rgs.newcastle.sch.uk](mailto:s.buist@rgs.newcastle.sch.uk)

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