

School Data Manager



# About Ark

Ark is an education charity set up in 2004 to create a network of high achieving, non-selec- tive, inner-city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. Ark has no faith affiliations.

All ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 39 schools in the UK across London, Portsmouth, Birmingham,   
 and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

#### A Commitment to Encourage Diversity

Ark is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best.

To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

We oppose all forms of unlawful and unfair discrimination.



# About Ark John Keats Academy

Ark John Keats was founded in 2013 with one class of reception children. We are now a fully-fledged all-through school, running from nursery to year 13, with over 1800 children. Our school is oversubscribed, with a waiting list for every year group. Our community is composed of supportive and committed families who buy into our vision and work with us to ensure their children achieve all they are capable of in the future.

We aspire for all our children to have the academic knowledge necessary to enable them to progress to university, for pupils to have a love of learning and curiosity about the world, and for them to be polite, well-mannered young people who take responsibility for their choices and drive their own destinies. Our core values underpin everything we do:

#### Kindness, Effort, Aspiration, Tenacity, and Success

At Ark John Keats, we aspire for all our children to gain the academic knowledge necessary to progress to university, to develop a love of learning and curiosity about the world, and to become polite, well-mannered young people who take responsibility for their choices and drive their own destinies**.** The academy`s approach to achieving this is based on our six pillars:

#### High Expectations

Every adult who works at AJK believes in the limitless potential of all children.

#### Excellent Teaching

Subject specialists rigorously plan lessons which make pupils work hard and think deeply about the subject, fostering their curiosity and love of learning.

#### Exemplary Behaviour

Pupils are unfailingly polite and well-mannered individuals who take responsibility for their own actions and seek to help others whenever they can.

#### Depth for Breadth

Our rich, challenging curriculum builds pupils cultural capital to ensure they can all.

knowledgeable, articulate and university ready.

#### Knowing Every Child

Our teachers know and care about every child they interact with, proactively building strong and positive relationships between school and home.

#### Always Learning

Our continuous professional development, co-planning meetings and coaching ensure teachers feel both stretched and supported, able to develop as teachers and leaders in a long-term career at Ark John Keats Academy.

# Welcome from the Principal



Dear Candidate,

I am delighted to introduce you to Ark John Keats Academy: an all-through school in Enfield with a mixed comprehensive intake. Our mission is to ensure our pupils lead a life of genuine choice and can drive their own destinies because they have a rigorous

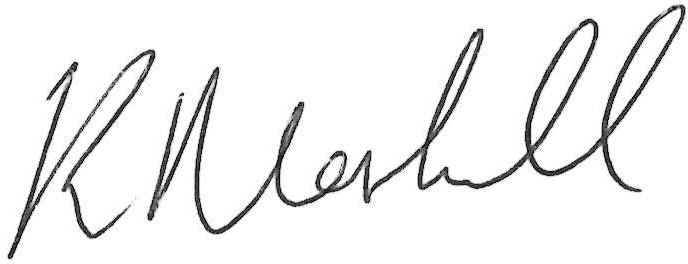
academic curriculum, which is well taught, and because they know that kindness, effort, aspiration and tenacity lead to success. We are a member of the successful Ark network of schools and are proud to serve the young people and families in our community here in Enfield.

We opened our doors to our first reception classes in September 2013 and our first cohort of year 7 pupils joined us in September 2014. We currently have over 1800 pupils enrolled from nursery to year 13 and are oversubscribed in every year group. Our teaching staff are experts in their subject areas and all staff at the academy share a commitment to upholding the highest expectations.

We have created an academy that is renowned for its calm, orderly and purposeful environment, where pupils behave maturely and respectfully and enjoy the rich experiences that we offer. As a result, our students secure excellent academic outcomes, become kind and well-rounded young people, and go on to impressive destinations (on average over 65% of our students go on to one to study at a top third university in the U.K.). The academy was graded good in all areas in our Ofsted inspection of January 2023, and we are committed to building on this foundation to ensure that every aspect of our school is truly excellent.

This is a fantastic place to develop your career and to make a positive contribution to the lives of young people. We are looking for talented and dedicated staff, who are ambitious for our pupils as well as themselves, to join us in this next phase of our development.

Kind regards,



Katie Marshall, Principal



**Ark John Keats Academy**

**School Data Manager**

**Location:** Enfield – easily accessible from central, north, and east London, as well as surrounding areas.

**Salary:** Ark Support Band 6-8 point 8-29(£27,665-39,342 pro rata) depending on experience.

**Working pattern:** Full-time (40 hours per week term time plus 16 days during the school holidays including national results days)

**Hours & Work Pattern:** 08.00am – 17.00pm, 39 weeks per year, term time only plus 16 days of 5 hours during holidays.

**Contract:** Permanent

**Start date:** July or September 2024

**Closing date:** Friday 28th June

*We will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.*

**Interviews**: Interviews will be held on a rolling basis.

**Ark John Keats is an exceptional school looking to hire exceptional people.**

**About the role:**

As the Data Manager, you will play a crucial role in managing the school’s data integrity, reporting and analysis. You will support the Senior Leadership Team to make data-based decisions that have a real impact on student achievement.

**You will:**

* Be vision aligned with our approach to curriculum and teaching.
* Have genuine passion and a belief in the potential of every student.
* Have up-to-date knowledge in the curriculum area.
* Be motivated to continually improve standards and achieve excellence.

**About our school:**

Ark John Keats was founded in 2013 with one class of reception children. We are now a fully-fledged all-through school, running from nursery to year 13, with over 1700 children. Our school is oversubscribed, with a waiting list for every year group. Our community is composed of supportive and committed families who buy into our vision and work with us to ensure their children achieve all they are capable of in the future.

We aspire for all our children to have the academic knowledge necessary to enable them to progress to university, for pupils to have a love of learning and curiosity about the world, and for them to be polite, well-mannered young people who take responsibility for their choices and drive their own destinies.

Ark John Keats is part of Ark Schools, a hugely successful network serving pupils from deprived communities. Our network shares a belief in our six pillars, find out about them [here](https://arkjohnkeats.org/vision-and-values).

If you would like to find out more about us, please visit [www.arkjohnkeatsorg](http://www.arkjohnkeatsorg).

**We offer:**

* Twice the number of training days as standard.
* Access to Ark Rewards scheme offering up to £1,000 a year in savings from over 3,000 major retailers.
* Interest-free loans of up to £5,000 available for season tickets or a bicycle.
* Gym discounts offering up to 40% off your local gym.

**How to get to us?**

**Travelling by rail from central London**: Our nearest overground station, Turkey Street, is a 10-minute walk from the school and stops at Seven Sisters, Stoke Newington, and Hackney Downs on the way to Liverpool Street. National Rail services are also a 10-minute walk and stop at Tottenham Hale and Hackney Downs before finishing at Liverpool Street.

**Travelling by car**: We are easily reached by car, with most of Northeast London accessible within 30 minutes. There is free on-site parking for staff.

**How to apply:**

Please find the role on [www.arkjohnkeats.org/vacancies](http://www.arkjohnkeats.org/vacancies) and apply. We will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.

For further information or to arrange a discussion, contact us at [recruitment@arkjohnkeatsacademy.org](mailto:recruitment@arkjohnkeatsacademy.org).

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. To meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

**Job description: School Data Manager**

**Reports to:** Assistant Principal

**Start date:** July or September 2024  
**Salary:** Ark Support Band 6-8 point 8-29(£27,665-39,342 pro rata) depending on experience.

**The Role**

As the Data Manager, you will play a crucial role in managing the school’s data integrity, reporting and analysis. You will support the Senior Leadership Team to make data-based decisions that have a real impact on student achievement.

**Key responsibilities:**

**Student Management Information System (Bromcom)**

* Be responsible for data integrity, including attendance, reporting, census returns, admissions/leavers, pupil roll, exclusions, behaviour, student and staff details and assessment results
* Maintain relevant databases to ensure that they are up to date and fit for purpose
* Provide training to members of staff on the use of school information systems
* To work with the SENCO and other members of staff to record students’ special needs
* Administration of the school’s timetable

**Reporting**

* Provide data and reports, as requested, for the Principal, SLT, the Department of Education, Ark Central, staff, students and parents regarding assessment information
* Analyse data and provide reports on key school performance metrics to include attendance, behaviour and assessment
* With the Senior Leadership Team, set Key Stage, Year and Subject targets for students and report on assessment results, highlighting any areas of concern
* Provide staff with assessment and target information for students
* With the Senior Leadership Team, manage the academy’s annual reporting process; ensuring students and their families receive regular and timely academic feedback

**Other**

* Support the administration of cover
* GDPR support
* Ensure all tables checking files from the DFE are accurate and up to date.
* Carry out other reasonable tasks as directed by members of the Senior Leadership Team

This job description is not an exhaustive list, and you will be expected to conduct any other reasonable tasks as directed by your line manager.



**Person Specification: School Data Manager**

**Qualification Criteria**

* GCSE at grade C (equal) or above in English and Maths
* Qualified to degree level or equivalent.
* Right to work in the UK

**Experience & Knowledge**

* Experience of working in a similar role in a school environment (desirable)
* Excellent data analysis skills, advanced Excel skills, and comfortable working with and manipulating large sets of data.
* High level of proficiency with management information systems
* Able to manage several projects at once, prioritising accordingly to meet deadlines.
* Able to take ownership of tasks and work with minimal supervision.
* Excellent verbal and written communication skills

**Behaviours**

* Genuine passion for and a belief in the potential of every student
* Deep commitment to Ark’s mission of providing an excellent education to every student, regardless of background
* High standards and a keen eye for detail
* Sound judgment, especially relating to confidentiality and discretion
* Excellent interpersonal skills with children and adults
* Takes initiative and manages own time effectively
* Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
* Keen to learn and further develop own skills

**Other**

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training.
* This post is subject to an enhanced DBS check.

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  To meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. To meet this responsibility, we follow a rigorous selection process. This process is outlined here but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**For further information or to arrange a discussion, contact us at**

## [recruitment@arkjohnkeatsacademy.org.](mailto:recruitment@arkjohnkeatsacademy.org)

*Ark is committed to safeguarding and promoting the welfare of children and young people in its acade- mies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offend- ers Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when it occurred. To read more about Ark’s safer recruitment process, please click this link.*

A person in a suit and tie holding an umbrella

Description automatically generated