

NOTRE
DAME
SCHOOL



DATA MANAGER

Candidate Information Pack

Full Time,
Term Time + 3
Permanent
Required ASAP



Our School

Notre Dame is an independent Catholic Day School set in 26 acres of beautiful, rural Surrey parkland. We warmly welcome families of all faiths and none.

At Notre Dame School, we are unashamedly holistic, and our 700 students from aged 2-18 are at the centre of everything we do. We focus on **Happiness and Success** – in that order. We are profoundly committed to this educational philosophy and through it we fulfil our aim of providing an exemplary **all-around education**. The academic, creative, physical, moral and intellectual challenges expected in all good schools, complete with state-of-the-art facilities, are balanced with fun and laughter and a trusting and compassionate atmosphere which enables everyone in our community to be the best possible versions of themselves.

For more than 400 years, pastoral care has been embedded at the heart of our approach to education. This is not at the expense of academic rigour. Rather, it forms the bedrock on which academic excellence is built: happy, comfortable and secure children and young women make confident and successful learners. All our students, from the smallest to our Sixth Formers, have access to our wonderful grounds and on-site facilities – all-weather sports pitches, indoor swimming pool, professional theatre, gymnasium, sports hall, music rooms, dedicated science laboratories, libraries and woodland Forest School.

Notre Dame School is proud to have been shortlisted for the TES Independent Senior School of the Year Award 2023.



“Accompanying young people in their efforts to build their lives for today and tomorrow.”





Heritage & Ethos

The Company of Mary Our Lady was founded in Bordeaux in 1607 by **St Jeanne de Lestonnac** to educate girls of all faiths and is the oldest recognised educational order in the world. Today there are more than 300 CoMOL schools, educational foundations and projects across 26 countries.

Notre Dame School is the only one in the UK.

Our foundress, St Jeanne de Lestonnac, a mother of 5 children, was a progressive and dedicated educator. She grew up in an intellectual and cultured family and was exposed to many different religious and philosophical perspectives. **Her forward-thinking approach to education is as fresh and modern today**, and we strive to live up to her indomitable spirit and drive and remain committed to her mission statement:

“*No one is educated in isolation; it is the whole community that educates.*”

St Jeanne de Lestonnac – Foundress



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Pupils display genuine
kindness and respect
for one another.



Independent School Inspections - ISI

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Position Title

Data
Manager

Reporting to

Assistant Head -
Curriculum

The function of the post

Our Data Manager and Academic Support team play a vital role in facilitating our outstanding curriculum. and learning

Located in the heart of the Senior school, they support our girls across all subjects and across all three key stages. They are responsible for managing the student's academic data, managing our school data management system and presenting the data to key stakeholders, all whilst maintaining our high level of safety and safeguarding.

This is a fast-paced, diverse role that requires managing multiple tasks simultaneously and thinking on your feet. It is one of our busiest areas of the school, and a function that is beloved by our girls.

Main Duties & Responsibilities

- Oversee day-to-day operations of the School's MIS, ensuring data accuracy, security, and integrity.
- Prepare and configure the MIS for the start of each academic year.
- Coordinate transitions of student records between Key Stages.
- Work with the Registrar to ensure timely import of data for new pupils.
- Liaise with Third Party support to clarify requirements and resolve system issues.
- Support HR with staff data updates and system modifications.
- Continually review systems to improve efficiency and ensure they remain fit for purpose.
- To support with timetabling tasks including technical support for the software and amending the alternative curriculum and room changes.
- Set up and administer the online parents' evening booking system.
- Communicate clearly with all stakeholders regarding scheduling and access.
- Provide live technical support during online parents' evenings.
- Produce user-friendly documentation to support staff with software systems.
- Assist in developing SharePoint/SIMS integration for streamlined data access.
- Support staff and pupils using applications such as Microsoft 365 and SIMS and other school systems
- Support the production of pupil reports in line with the School's reporting schedule.
- Develop and amend report templates and formats.
- Deliver training and guidance for staff on assessment and reporting systems

The Person

Based onsite five days a week, with occasional event commitments, the successful candidate will lead in the data department to deliver an impactful student experience that enhances their education, extracurricular interactions and pastoral wellbeing.

Working with the other Academic support members, you will ensure that our outstanding Data provision is consistent, high-quality, and well-being-focused, while maintaining exceptional safeguarding.

A desirable candidate will have:

- Direct Data Management Experience, preferably in a school environment.
- Previous Success of working with MIS systems, preferably with SIMs
- A Strong background in Data, Excel and Power BI
- Excellent organisational and time management skills, with the ability to work independently and as a team, being supportive to colleagues and delegating, as necessary.
- Ability to work safely with hazardous equipment and chemicals.
- Strong attention to detail
- Strong oral and written communication skills
- Strong ICT skills and a readiness to use new technologies
- The ability to liaise professionally with a range of internal and external stakeholders
- The ability to work accurately at speed, safe and under pressure

Health and Safety

All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection

All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

Safeguarding

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

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

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“The School is highly successful in meeting its aim of preparing young people for their role as responsible citizens of the wider world.”



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Benefits of Service

Hours of work

Full Time

Term Time + 3 weeks

Permanent

Remuneration

NDSP35-37

£33,355.16 -
£35,201.81

Benefits

The School has high expectations of its staff and, therefore, seeks to reward them with a competitive salary scale and beneficial conditions of service.

- There is an extensive induction programme for all new colleagues, and ongoing professional development is encouraged
- Staff development programme
- Staff wellbeing programme, including 2 paid well-being sessions each year
- Financial contribution to eye tests and glasses for eligible staff
- Employee Assistance programme – counselling, financial advice etc.
- Staff discount on School fees after six months continuous service
- Free lunch during term time
- Free coffee/tea during term time
- Free use of the School's leisure and sporting facilities, including a heated indoor pool
- Commute by school coaches during term time, subject to availability
- Employee Referral Bonus Schemes
- Electric Car Charging
- Free parking



Selection Process

Shortlisted candidates will be interviewed by a recruitment panel including members of the Senior Leadership Team and members of HR. Candidates will be required to undertake a task related to the role applied for and be given a tour of the school. Please note that before making an application for any vacancy listed, you should familiarise yourself with our **Recruitment Privacy Notice, Safeguarding Policy, Safer Recruitment Policy, Keeping Children Safe in Education and Equal Opportunities Policy** which are available at:

notredame.careers.eteach.com

Notre Dame School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks prior to appointment and the Disclosure and Barring Service.

The School is an equal opportunities employer and is fully committed to a policy of treating all employees and job applicants equally and does not discriminate on the grounds of race, physical or mental disability, national origin, colour, family status, gender, religion, sexual orientation, age or any other characteristic protected by law.

For any queries, please contact HR at recruitment@notredame.co.uk or call 01932 589480.

Apply Now:

Please complete the online application form available on our career site on our Website.

Closing Date and Interviews

As successful candidates apply.

We reserve the right to interview, as suitable candidates are sourced

Start Date

Earliest as available