



Appointment of

Data Systems Manager

Full time, all year round
Information for Applicants

Letter from the Head

Dear applicant

Thank you very much for your interest in the position of Data Systems Manager here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself not that long ago! You'll know from the website, most of the key facts. We are an academic, co-educational through-school; (our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18). We are situated in an inspiringly leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially, "12 poor scholars". It is rather wonderful that the original 12, has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. We were 16th in the national league tables for GCSE results this year, for example. I can't pretend that we are not proud of our pupils' results, we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better.

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (You can see lots of evidence of all of this in our latest ISI report, do have a look at the highlights online).

Pretty much all our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. We are, of course, delighted to answer any additional questions you might have in making your application.

Finally, I do hope you still feel inclined to apply for this position! The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we very much hope that you will enjoy applying for a role here and getting to know us a little bit.

May I wish you the very best of luck.

Yours Faithfully



Mrs Jane Lunnon
The Head



About the Role

As a Data Systems Manager, you will play a pivotal role in the development and utilisation of the School's MIS (iSAMS). Your responsibilities include: shaping the MIS, collaborating with key stakeholders (including the Director of Strategic Projects, Deputy Head (Academic), Deputy Head (Pastoral), and Directors of Studies in both Junior and Senior Schools), and providing data-driven insights. These insights extend beyond academic and pastoral care, informing decision-making, enhancing student outcomes, and supporting overall student well-being.

Your passion for data will drive effective implementation of data-driven strategies. You'll engage with school leaders, teachers, IT colleagues, and administrators, ensuring they are trained and supported to use the MIS effectively at the highest level.

As a Data Systems Manager at Alleyn's, you will have a crucial role in supporting the school's ambitious aspirations and goals to be a leader in data management and use of AI and other relevant tools (such as PowerBi) across academic, pastoral and operational processes.

Aims of the role are:

Database Management:

- Maintain and manage the school's Management Information System (currently iSAMS).
- Troubleshoot reported problems with the MIS and liaise with iSAMS support as needed.
- Work with key colleagues in creating effective mechanisms for the timely and efficient capture of reporting, assessment and tracking (RAT) data linked to the RAT schedule.
- Support academic leaders and staff with the collection of student performance data in the MIS.
- Ensuring data integrity and accuracy, identifying, and resolving data quality issues.
- Keep up to date with all iSAMS developments and associated systems, and lead enhancements and change across the school for all modules.
- Manage the integration and ongoing development of data tools.
- Manage user access to the MIS and associated systems ensuring the safeguarding of information.

Academic Year Preparation:

- Lead the annual procedures of the schools MIS (iSAMS) ensuring the system is set up fully each academic year and all stakeholders are fully supported with their set up as needed, in areas such as admissions, attendance, exams, pastoral, academic, TT, cover, assessment etc.
- Support the timetable team with the management of the school timetable for the new academic year, ensuring Senior School and Junior School timetables are merged successfully.
- Transfer forms and subject sets into the new year, ensuring completeness and accuracy of admissions data.

Our Values (the Alleyn's ROCCK!)

Respect

Opportunity

Curiosity

Courage

Kindness

Reporting and Communication:

- Communicate effectively with stakeholders, translating complex data into actionable recommendations.
- To work alongside key colleagues to produce and manage together the school pupil reporting procedures, including designing report templates in iSAMS, writing and developing reports in SQL Server Reporting Services (SSRS) and produce reports using SQL queries.
- Support academic and pastoral staff by providing reports for decision-making, focusing on student performance, attainment, progress, rewards and sanctions and attendance either via third-party systems or creating bespoke SSRS reports and outputs.
- Support completion of annual school census (ISC, etc) and maintenance of data required for such completion.
- Develop and lead systems for monitoring and assessing pupil progress and provide ongoing support.

MIS related systems:

- Address and resolve any issues related to the schools LMS (Firefly) and provide ongoing support.
- Manage MIS integrated systems such as SOCS, Operoo and Biostore and liaise with third-party vendors for integration and ensure interoperability.
- Lead the development and adoption of third-party data tools across both Schools.
- Create and manage PowerBi dashboard development and related data modelling to inform dashboards.
- Conduct data analysis as requested and provide data integration for PowerBi and other related services.

Training and Support:

- Identify training needs with staff across both schools and arrange training.
- Conduct training sessions for new and existing staff on database usage, reporting procedures, third party systems where appropriate and support their use of data literacy and effective use of data tools.
- Produce training materials including video tutorials and user guides to support staff.
- Share knowledge and best practices with key colleagues and wider staff as appropriate.

Exams Support:

- Support the Exams Officer to ensure the smooth running of the exam module during and leading up to exams including contingency.
- Support the exams office during results period in the summer and troubleshoot any issues that arise.
- Oversee the processing and analysis of examination results.
- Responsibility for the making available of public examination to staff parents and students.

Administrative Tasks and Compliance:

- Ensure compliance with GDPR regulations regarding data consent and protection.
- Work collaboratively with IT and other staff on projects when necessary.
- Manage iSAMS/3rd party system queries through the IT Helpdesk, email, in-person, and phone.
- Safeguard sensitive information relating to staff, students, and parents.



Strategic Planning:

- Work with senior leadership to develop data-driven strategies aligned with the school's goals.
- Contribute to the development of academic improvement plans.
- Monitor progress toward targets and adjust strategies as needed.
- Drive the development and impact of our data management and AI solutions for our School to advance our vision and mission in this key area.

Additional Responsibilities:

- Be aware and follow the School's Health & Safety Policy.
- In conjunction with all staff of the school, support, promote and act within the school's policies and practices about Data Protection.
- Promote the School's eco-agenda and ensure all work is conducted with a view to reducing waste and protecting our environment.
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.

Any additional duties, as directed by the Director of Strategic Projects or Director of Studies (Senior School) which are within the reasonable capability and responsibility of the Data Systems Manager.



Person Specification

Candidates will be personable and have excellent communication skills. We are looking for:

Education	A relevant undergraduate degree in IT, or other equivalent qualifications / professional development.
Experience	At least 12 months relevant experience in a similar role. Experience of working as an administrator with iSAMS and key modules is essential. An understanding of school academic and pastoral data and key 3rd party systems (SOCS/Operoo/Firefly) are desirable.
Technical Skills	Expert knowledge of administrative iSAMS overall and modules, with proficiency in MS Office packages. Database systems/API/SQL/Powerbi/Data Analysis would be advantageous but not essential.
Professional Development	Passionate about continuous learning, especially when it comes to understanding systems best practice, with a eagerness to share knowledge to close colleagues and the wider staff body.
Collaboration	A team player who enjoys open and collaborative working with both teaching and non-teaching colleagues.
Ability to work with Children	Ability to regularly assist children with basic day-to-day issues.
1:1 and Group Oral Communication Skills	Ability to communicate professionally in spoken English, and communicate complex information to a group of people. Confident to deliver training to large groups of end-users.
Written Communication Skills	Ability to draft e-mails, letters etc to a professional standard. Able to produce high quality reference materials and guides for staff on use of systems that meet the needs of different audiences.
Organisational Skills	Ability to plan, prioritise, and manage workload in a timely fashion, including system development/implementation whilst balancing day-to-day responsibilities.
Attention to detail	Ability to identify problems with your own and others work within the School, including written and/or numerical work and to correct or report these issues as necessary. Possess strong analytical thinking and methodical problem-solving skills with great attention to detail.
Enthusiasm/Motivation	Courteous, friendly and approachable, actively encouraging and supporting staff and colleagues and seeking to further the School's best interests.
Confidentiality / Discretion	An awareness that the role holders position regularly gives them access to information which cannot be shared externally or internally and an understanding of the importance of safeguarding data.
Analytical Skills	Ability to analyse and present data to a range of audiences which provides insights and supports decision making.
Problem Solving Skills	Ability to solve problems that may significantly impact on others.



Working at Alleyn's

Terms and Conditions

The job is available on a full-time basis, 37.5 hours per week, all year round, and will commence on 29 August 2024.. The normal hours are based on 37.5 hours per week, working five days per week Monday to Friday, with 20 days holiday a year, rising to 25 days after 5 years' service. This holiday is in addition to paid bank holidays and a discretionary Christmas closure period which is usually an additional 4 days paid. The successful applicant will be expected to work a full day on Founder's Day, one Saturday per year in late June or early July.

The salary will be £39-43k per annum, dependent upon skills and experience, and will be paid over twelve-monthly instalments.

The School offers additional benefits to its staff, including the use of the School swimming pool and gym, subsidised yoga and Pilates classes, a holiday purchase scheme, access to the library, free tickets to School performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan. This plan may involve contributions being made via salary sacrifice based on matching 5% contributions from the employer and employee and is currently run through Legal & General.

The post is permanent following successful completion of a six month probationary period.

On completion of the required recruitment checks, the post would be available to the successful candidate from 29 August 2024.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development. In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

The application form can be downloaded from our website, www.alleyns.org.uk/jobs. Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the COO, Guy Collins-Down, **explaining in your letter why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career**. All documents should be emailed to jobs@alleyns.org.uk.

Alternatively, they can be posted to:

HR Department, Alleyn's School, Townley Road, London SE22 8SU.

The deadline for applications is **midday on Tuesday 23 July 2024**.

If you have any questions you are very welcome to contact the Recruitment Manager, Karolina Walicka, by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the School **week commencing Monday 29 July 2024**. This will consist of interviews with relevant colleagues including the Director of Strategic Projects. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

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. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

