



Ysgol Uwchradd
PRESTATYN
High School



Rheolwr Data

Cyfeirnod y swydd: YPHS00318W3MTE
Lleoliad: Ysgol Uwchradd Prestatyn
Cyflog: Gradd 9 £36,648 - £40,221 (yn amodol ar werthuso)
Oriau: 37 y wythnos – llawn amser, Parhaol
Swydd Allanol

Rydym yn awyddus i benodi Rheolwr Data rhagweithiol a llawn cymhelliant sydd â gwybodaeth fanwl am Office 365, yn enwedig Excel a SIMS (neu systemau rheoli ysgolion eraill) ac sy'n gallu dangos sylw manwl i fanylion. Bydd gan ddeiliad y swydd gyfrifoldeb ac atebolrwydd cyffredinol am reoli a chynnal y System Gwybodaeth Rheoli (SIMS) a phob agwedd ar ddata'r sefydliad, gan gasglu, prosesu yn rhagweithiol, dehongli dadansoddi a chyflwyno gwybodaeth am ddangosyddion perfformiad allweddol gan gynnwys cyflawniad disgyblion i uwch arweinwyr a llywodraethwyr. Bydd angen hyfforddiant a phrofiad penodol mewn maes arbenigol yn ogystal â defnydd effeithiol o TGCh ac offer/adnoddau arbenigol eraill a gwybodaeth weithredol lawn am blismonau/codau ymarfer perthnasol ac ymwybyddiaeth o ddeddfwriaeth berthnasol gan gynnwys GDPR.

Penodiad yn amodol ar Ddatgeliad Gwasanaeth Datgelu ac Atal a geir daon boddhaol.

Os oes gennych ddi-ddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan www.sirddinbych.gov.uk Am dulliau eraill o wneud cais, cysylltwch â'r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.

Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael ei ystyried. Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweiliad.

Dyddiad Cau: **8 Ebrill 2024**
Dyddiad Cyfweiliad: **19 Ebrill 2024**

Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.

Data Manager

Job reference: YPHS00318W3MTE
Location: Prestatyn High School
Salary: Grade 9 £36,648 - £40,221 (subject to evaluation)
Hours: 37 per week – Full time, Permanent
External vacancy

We are seeking to appoint a Proactive and highly motivated Data Manager who has in-depth knowledge of Office 365, particularly Excel and SIMS (or other school management systems) and can demonstrate meticulous attention to detail. The postholder will have overall responsibility and accountability for managing and maintaining the Management Information System (SIMS) and all data aspects of the organisation, proactively collecting, processing, interpreting analysing and presenting information on key performance indicators including pupil achievement to senior leaders and governors. Specific training and experience in specialist area will be required as well as effective use of ICT and other specialist equipment/resources and a full working knowledge of relevant policies/codes of practice and awareness of relevant legislation including GDPR.

Appointment subject to Disclosure & Barring Service Check and satisfactory references.

If you are interested in this vacancy, please apply on-line via the website www.denbighshire.gov.uk. For alternative methods of applying please contact Customer Services on 01824 706101.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

Closing Date: **8th April 2024**
Interview Date: **19th April 2024**

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.



CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

Teitl y Swydd:	Rheolwr Data
Graddfa:	Gr9 (yn amodol ar werthuso)
Gwasanaeth:	Addysg
Maes Gwasanaeth:	Ysgolion
Yn atebol i:	Dirprwy Bennaeth
Cyfeirnod y Swydd / Dyddiad cyhoeddi:	

Pwrpas y Swydd

Rheolwr Data rhagweithiol a llawn cymhelliant sydd â gwybodaeth fanwl am Office 365, yn enwedig Excel a SIMS (neu systemau rheoli ysgolion eraill) ac sy'n gallu dangos sylw manwl i fanylion.

Bydd gan ddeiliad y swydd gyfrifoldeb ac atebolrwydd cyffredinol am reoli a chynnal y System Gwybodaeth Rheoli (SIMS) a phob agwedd ar ddata'r sefydliad, gan fynd ati i gasglu, prosesu, dadansoddi a chyflwyno gwybodaeth am ddangosyddion perfformiad allweddol gan gynnwys cyflawniad disgyblion i uwch arweinwyr a llywodraethwyr.

Bydd deiliad y swydd yn gweithio'n agos gydag aelodau'r uwch dîm arweinyddiaeth i ddehongli gwybodaeth perfformiad ystadegol gan Lywodraeth Cymru a Chyngor Sir Ddinbych i lywio cynnydd tuag at gynlluniau gwella ysgolion ac adrannau.

Bydd deiliad y swydd yn chwarae rhan allweddol wrth gyflawni nodau gweithredol yr ysgol wrth ddefnyddio data yn llawn i werthuso'r ddarpariaeth a llywio strategaethau. Bydd deiliad y swydd yn cymryd cyfrifoldeb ac atebolrwydd am ei berfformiad ei hun mewn perthynas â chynllunio, cyflwyno, problem, ffurfweddu, rheoli gweithrediadau a rheoli perfformiad yn erbyn targedau a gweithgareddau a ddyrannwyd iddynt gan eu rheolwr.

Bydd deiliad y swydd yn gweithio ar ystod o dasgau uwch yn unigol ac fel rhan o dîm a disgwylir iddo arwain prosiectau cymhleth yn ymwneud â'u maes arbenigedd penodol a chyfrannu at ddatblygu, cefnogi a gweithredu atebion cost-effeithiol o ansawdd uchel i fodloni ystod o ofynion busnes ar draws y sefydliad.

Prif Gyfrifoldebau

1.1 Rheoli data - yn atebol am gydlynu'r holl ddata, cyflawni casglu, gwirio a mewnbynnu data (gan gynnwys delweddau a ffeiliau) a strwythurau data; cydlynu'r cyfan, a chynnal rhai, o adalw (adrodd) a chyflwyno data yn ôl yr angen; Gweithio'n agos gyda staff sy'n gyfrifol am adrodd ar rieni.

I gynnwys:

1.1.1 Canlyniadau a dadansoddi arholiadau, gan gynnwys diweddarau a chynnal meddalwedd perthnasol e.e. SMID, ALPS a Class Charts.

1.1.2 Cysylltu a chydlynu ffurflenni data Llywodraeth Cymru e.e. canlyniadau TGAU, canlyniadau CA5, a phresenoldeb.

1.1.3 Cynhyrchu adroddiadau cryno i lywodraethwyr yn ôl yr angen (yn unol â chyfarfodydd calendr llywodraethwyr).

1.1.4 Goruchwyllo a phrosesu data perfformiad o ffynonellau allanol, adrodd dadansoddiad i SLT e.e. Set Data Craidd Cymru Gyfan, ALPAU, CATHOD, PASS a Presenoldeb.



Ysgol Uwchradd
PRESTATYN
High School



- 1.1.5 Adroddiadau gwerth ychwanegol a data hunanwerthuso ysgolion/adrannol.
- 1.1.6 Gosod targedau ar lefel disgybl, pwnc ac ysgol.
- 1.1.7 Darparu data i gefnogi prosiectau DPP staff e.e. SMID.
- 1.1.8 Cyfrifoldeb am, a chydlynu, ffurflenni statudol e.e. PLASC, SWAC, cyllid ôl-16, ADY, Presenoldeb.
- 1.1.9 Rheoli casglu data asesu mewnol gan gynnwys sefydlu cylchoedd adrodd, cynhyrchu data ar ffurf ystyrion i reolwyr, cysylltu â staff sy'n gyfrifol am adroddiad SIMS.
- 1.1.10 Goruchwylio a chynhyrchu adroddiadau data presenoldeb rheolaidd sy'n ofynnol.

- 1.2 - Systemau gweithio'n agos gyda'r Tîm Adnoddau a Chymorth TGCh a'r SLT; integreiddio SIMS yn barhaus i fewnwyd yr ysgol.
- 1.3 Cefnogaeth - sef y prif gyswllt â Capita, gan gynnwys cefnogaeth Capita; Cadw trwyddedau'n gyfredol; Bod yn gyfrifol am uwchraddio; gweithio gyda chymorth TG i gynnal cyfrifon defnyddwyr a defnyddwyr; materion datrys problemau sy'n ymwneud â'r system SIMS a'i defnydd. Cysylltwch â DCC Tim Data yn ôl yr angen.
- 1.4 Cymorth – Swyddog Arholiadau'r ysgol i sicrhau bod data'n gywir ac yn gyfredol drwy gydol y flwyddyn.
- 1.5 Datblygu – gweithio gyda'r DHT i ragweld anghenion y dyfodol yng nghyd-destun y Cynllun Datblygu Ysgol; gweithio'n agos gyda staff cymorth perthnasol a SLT i lunio Cynllun Datblygu Data; Cysylltu â staff sy'n gyfrifol am feysydd y mae SIM yn effeithio arnynt ar ddatblygiadau a chynllunio yn y dyfodol; Adeiladu a chyflwyno'r cynllun a'r cynigion i uwch reolwyr.
- 1.6 Hyfforddiant – cynllunio a chydlynu hyfforddiant data penodol ar gyfer staff addysgu a staff nad ydynt yn addysgu gan sicrhau eu bod yn cael y wybodaeth ddiweddaraf am y diweddariadau technolegol perthnasol diweddaraf e.e. Siartiau SMID a Dosbarth.
- 1.7 Cynnal a Chadw – sicrhau bod y strwythurau data yn ddigonol i'r dasg gan gynnwys uniondeb, GDPR, diogelwch, cysondeb a chydlyniad agweddau data a'r data eu hunain; cadw'r data mor gyfredol â phosibl; gweithio gyda staff cymorth perthnasol i wneud y mwyaf o brofiad y defnyddiwr o ddata; Cefnogi defnyddwyr allweddol SIMS.
- 1.8 Adolygiad – monitro effeithiolrwydd y defnydd o ddata a bwydo canfyddiadau yn ôl i lywio cynllunio.
- 1.9 Datblygu, strwythur a mapio'r cwricwlwm, i gynnwys amserlennu - gweithio gyda'r AHT i greu cwricwlwm addas, cyfannol, eang i ganiatáu i ddysgwyr gael mynediad at ystod o feysydd dysgu a chwrs, yn ogystal â rhoi cyfle i wella sgiliau sylfaenol a dod i gysylltiad â sgiliau a phrofiadau ehangach.
 - 1.9.1 Cynllunio cwricwlwm addas gyda'r AHT sy'n cwmpasu dysgu statudol.
 - 1.9.2. Mae sicrhau bod y cwricwlwm uchod hefyd yn cynnwys cyfle ar gyfer astudiaethau ehangach.
 - 1.9.3. Defnyddio adnoddau staff yn briodol i ddarparu profiad priodol a boddhaus i fyfyrwyr a staff fel ei gilydd.
 - 1.9.4. Cysylltu â Rheolwyr Canol a staff yn ystod y broses adeiladu'r cwricwlwm i sicrhau'r cwricwlwm a'r profiad dysgu gorau i'r holl randdeiliaid.
 - 1.9.5. Sicrhau bod y cwricwlwm terfynol yn addas i'r diben ac yn gweithio'n llawn yn ymarferol.
 - 1.9.6. Hwyluso gweinyddu amserlenni i blant a rhieni.



Ysgol Uwchradd
PRESTATYN
High School



- 1.9.7. Creu amserlen amgen i redeg ochr yn ochr â'r un academiaidd er mwyn caniatáu monitro grwpiau EBD, Lles ac ADY yn llwyddiannus.
- 2.1. Opsiynau - Arwain ar greu a gweinyddu'r llinell amser Opsiynau i fod yn unol â'r cwricwlwm a'r broses amserlennu.
- 2.1.1. Cynlluniwch amserlen yr opsiynau ar galendr yr ysgol i fod yn unol â hynny, yn y ffordd orau bosibl, gydag asesiadau, adroddiadau a chwricwlwm / amserlennu.
- 2.1.2. Lledaenu a chasglu gohebiaeth briodol i ganiatáu cydosodiad effeithlon o ddewisiadau opsiwn myfyrwyr.
- 2.1.3. Integreiddio llwyddiannus a gorau posibl o flociau opsiwn i amserlen yr ysgol gyfan.
- 2.1.4. Cysylltu â darparwyr AHT/3ydd parti (Coleg) i sicrhau bod sefyllfa ac amseriad amserlen bloc opsiwn yn briodol i hwyluso'r ddarpariaeth.
- 2.2. Tasgau eraill sy'n gysylltiedig â data:
- 2.2.1. Cydlynu nosweithiau rhieni a digwyddiadau rhieni eraill, cymorth a hyfforddiant staff, cyhoedduswydd, cyfathrebu a dadansoddi canlyniadau.
- 2.2.2. Rheoli calendr academiaidd ac asesu yr ysgol gyfan o fewn SIMS, gan gynnwys Profion Cenedlaethol, CATS, PASS, Casgliadau Data, Adrodd, Ffug dymhorau.
- 2.2.3. Cynllunio, cynnal a dilyn asesiadau gosod targedau craidd hanfodol yr ysgol gyfan - gyda chefnogaeth y Swyddog Arholiadau, amserlennu a chyfleu'r asesiadau ysgol cyfan Asesiadau Personol (Prawf Cymraeg Cenedlaethol AKA), Ystafell Asesu GL gan gynnwys CATS a Phroffion Darllen a PASS.
- 2.2.4. Cefnogaeth - bod y prif gyswllt â Capita, gan gynnwys cefnogaeth Capita; Cadw trwyddedau'n gyfredol; Bod yn gyfrifol am uwchraddio; gweithio gyda chymorth TG i gynnal cyfrifon defnyddwyr a defnyddwyr; materion datrys problemau sy'n ymwneud â'r system SIMS a'i defnydd. Cysylltwch â DCC Tim Data yn ôl yr angen.
- 2.2.5. Datblygu – rhagweld anghenion y dyfodol yng nghyd-destun y Cynllun Gwella Ysgolion; gweithio'n agos gyda staff cymorth perthnasol a SLT i lunio Cynllun Gwella Data; Cysylltu â staff sy'n gyfrifol am ardaloedd y mae SIM yn effeithio arnynt ar ddatblygiadau a chynllunio yn y dyfodol; Adeiladu a chyflwyno'r cynllun a'r cynigion i uwch reolwyr.
- 2.2.6. Hyfforddiant – cynllunio a chydlynu hyfforddiant data penodol ar gyfer staff addysgu a staff nad ydynt yn addysgu a chynhyrchu deunyddiau cymorth hyfforddi.
- 2.2.7. Cynnal a Chadw – sicrhau bod y strwythurau data yn ddigonol i'r dasg gan gynnwys uniondeb, diogelwch, cysondeb a chydlynid agweddau data a'r data eu hunain; cadw'r data mor gyfredol â phosibl; gweithio gyda staff cymorth perthnasol i wneud y mwyaf o brofiad y defnyddiwr o ddata; Cefnogi defnyddwyr allweddol SIMS.
- 2.2.8. Adolygiad – monitro effeithiolrwydd y defnydd o ddata a bwydo canfyddiadau yn ôl i lywio cynllunio.
- 2.3. Tasgau eraill sy'n gysylltiedig â data:
- 2.3.1 Cynhyrchu data ar ymddygiad a gwobrwyo adroddiadau ar gyfer rheolwyr, dadansoddi tueddiadau ac ati a defnyddio llwyfannau priodol.
- 2.3.2 Cefnogi'r Tîm Bugeiliol, drwy ddarparu arweiniad a rhannu arfer da a sgiliau gyda nhw, i gefnogi eu datblygiad a gwella eu rôl a'u heffaith gadarnhaol ar yr ysgol.
- 2.3.3 Adroddiad ar ddata, cwricwlwm ac opsiynau i'r Corff Llywodraethu pan fydd y Pennaeth yn gofyn amdano.
- 2.3.4 Cynhyrchu ffurflenni data cymhleth.



- 2.3.5 Rheoli'r Timau Data cyllideb flynyddol ddirprwyedig a chynghori'r Pennaeth arfer gorau.
- 2.3.6 Cynhyrchu diweddariadau wythnosol ar gyfanswm nifer y disgyblion, fesul blwyddyn a chrynodeb o ddisgyblion yn trosglwyddo i mewn ac allan o'r ysgol.
- 2.3.7 Arwain ar sicrhau bod y data eFSM ar ddisgyblion yn gywir ac yn cael ei reoli'n dda.

Adnoddau / Offer / Deunyddiau

- Offer swyddfa (e.e. cyfrifiadur, llungopiwr/argraffydd, cypyrddau ffeilio)
- Bod yn gyfrifol am reoli cyllideb ac edrych ar leihau costau lle bo hynny'n briodol.

Goruchwyllo / Rheoli Pobl

O fewn y Tîm Data, bydd disgwyl i ddeiliad y swydd:

- Mentora a chefnogi cydweithwyr llai profiadol.
- Gwiriwch ansawdd y gwaith a gynhyrchir yn barhaus.
- Dosbarthu gwaith.
- Cwblhau targedau ac adolygiadau rheoli perfformiad.
- Ymdrin â materion disgyblaeth/cwynion wrth iddynt godi.
- Cynnal cyfarfodydd 1-2-1

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

- Bydd gan ddeiliad y swydd gymhwyster a chymwysterau gradd neu gymhwyster perthnasol o leiaf hyd at lefel 3 mewn TGCh neu gyfwerth neu allu dangos gallu TGCh profedig i'r lefel hon.
- Bydd gan ddeiliad y swydd lefel uchel o allu dadansoddol a bydd ganddo gymwysterau perthnasol ar gyfer dylunio'r cwricwlwm.
- Bydd ef / hi yn rhifo ac yn gyfforddus yn trin a dadansoddi ystadegau gan ddefnyddio TGCh yn enwedig Microsoft Excel.
- Bydd ef / hi hefyd yn gyfarwydd ag ystod o becynnau meddalwedd fel SIMS.
- Rhaid bod wedi'i addysgu hyd at lefel 3 / Safon Uwch.
- Rhaid iddo / iddi fod yn drefnus iawn a dangos sgiliau pobl lefel uchel gan gynnwys, tact, diplomyddiaeth a hyblygrwydd.
- Rhaid iddo allu gweithio dan bwysau a chwrdd â therfynau amser.
- Mae sgiliau cyfathrebu rhagorol yn hanfodol ac mae profiad o weithio mewn amgylchedd swyddfa brysur yn ddymunol.
- Byddai dealltwriaeth o'r system addysg uwchradd yn fantais.

Amodau Gwaith Arbennig

Ddim yn berthnasol

Archwiliadau Cyflogaeth / Gofynion Penodol

Gwiriad DBS, Gwyliadwriaeth Iechyd, Cyfeiriadau Boddhaol
Os oes angen eglurhad pellach arnoch ar wiriadau DBS, cysylltwch â HR Direct i gael cyngor



Gweledigaeth / Cyd-destun

Mae pwysigrwydd strategol y defnydd gwybodus o ddata gan bob arweinydd ysgol yn gwneud y swydd hon yn arwyddocaol iawn o ran hybu gwella ysgolion ar bob lefel. Gellir gweld bod y system addysg yn llawn data ond yn wael o ran gwybodaeth a bydd yn gyfrifoldeb canolog i ddeiliad y swydd nid yn unig i gasglu'r wybodaeth bwysig, ond bod ganddo'r ddealltwriaeth a'r gallu dadansoddol i'w phrosesu i echdynnu'r negeseuon allweddol sydd ganddi mewn perthynas â blaenoriaethau'r ysgol. Wrth gyflwyno gwybodaeth i gydweithwyr, bydd deiliad y swydd yn datblygu ymwybyddiaeth o'i anghenion mewn perthynas â data a gwybodaeth arall ac yn datblygu technegau ystadegol hygyrch i'w cyflwyno i arweinwyr, llywodraethwyr a swyddogion yr ALL a GWE. Bydd deiliad y swydd hefyd yn gweithio gyda'r uwch dîm arweinyddiaeth i gynllunio ac amserlennu'r prosesau opsiynau disgyblion blynyddol ac amserlen gyfan yr ysgol, gan gynhyrchu adroddiadau printiedig a digidol ar gyfer yr holl staff.



CYNGOR SIR DDINBYCH MANYLION AM YR UNIGOLYN

Mae'r Manylion yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfweild am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meini prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o'r meini prawf hanfodol (â'r meini prawf dymunol lle bo'n berthnasol).

Teitl y Swydd:	Rheolwr Data		
Gwasanaeth:	Ysgolion		
Graddfa:	Gr9 (yn amodol ar werthuso)		
<u>MEINI PRAWF</u>	<u>HANFODOL</u>	<u>DYMUNOL</u>	<u>DULL ASESU</u> Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati
1. ADDYSG A CHYMWYSTERAU	Gradd neu gymhwyster a chymwysterau perthnasol o leiaf hyd at lefel 3 mewn TGCh neu gyfwerth neu allu dangos gallu TGCh profedig i'r lefel hon.		Ffurflen gais
2. PROFIAD PERTHNASOL	Profiad o weithio o fewn disgyblaeth gysylltiedig	Profiad o weithio mewn Ysgol	Ffurflen gais / Cyfweliad
3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD	Defnydd effeithiol o TGCh ac offer / adnoddau arbenigol eraill Gwybodaeth ymarferol lawn o bolisiâu / codau ymarfer perthnasol ac ymwybyddiaeth o ddeddfwriaeth berthnasol gan gynnwys GDPR Y gallu i drin data o fewn Excel i lefel uwch Profiad o ddadansoddi a systemau data datblygedig	Gwybodaeth ymarferol lawn o Sims gan gynnwys y gallu i ddiweddarau a chreu proffiliau a defnyddio agweddau a thafleenni marciau	Ffurflen gais / Cyfweliad



Ysgol Uwchradd
PRESTATYN
High School



	<p>Sgiliau rhifedd / llythrennedd rhagorol Y gallu a'r profiad o gyflwyno data i dimau a hyfforddi staff</p> <p>Profiad o reoli</p>		
4. NODWEDDION PERSONOL	<p>Y gallu i gysylltu'n dda â phlant ac oedolion</p> <p>Parodrwydd i gymryd rhan mewn cyfleoedd datblygu a hyfforddi</p> <p>Y gallu i hunanwerthuso anghenion dysgu a mynd ati i chwilio am gyfleoedd dysgu</p>		Ffurflen gais / Cyfweiliad
5. GOFYNION ERAILL	<p>Empathi gyda'r Gymraeg a diwylliant Cymru.</p>	Y gallu i siarad Cymraeg	Ffurflen gais / Cyfweiliad



DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	Data Manager
Grade:	Gr9 (subject to evaluation)
Service:	Education
Service Area:	Schools
Responsible to:	Deputy Headteacher
Job ID Number / Date Issued:	

Job Purpose

Proactive and highly motivated Data Manager who has in-depth knowledge of Office 365, particularly Excel and SIMS (or other school management systems) and can demonstrate meticulous attention to detail.

The postholder will have overall responsibility and accountability for managing and maintaining the Management Information System (SIMS) and all data aspects of the organisation, proactively collecting, processing, interpreting analysing and presenting information on key performance indicators including pupil achievement to senior leaders and governors.

The postholder will work closely with members of the senior leadership team to interpret statistical performance information from the Welsh Government and Denbighshire County Council to inform progress towards the school and departmental improvement plans.

The post holder will play a key role in achieving the operational goals of the school in fully utilising data to evaluate provision and inform strategies.

The post holder will take responsibility and accountability for their own performance in relation to planning, delivery, problem, configuration, operations management and performance management against targets and activities allocated to them by their manager. The postholder will work on a range of advanced tasks both individually and as part of a team and will be expected to lead complex projects relating to their specific area of expertise and contribute to the development, support and implementation of high quality, cost effective solutions to meet a range of business requirements across the organisation.

Principal Accountabilities and Responsibilities

1.1 Data management – accountable for the coordination of all data, carrying out the gathering, checking and inputting of data (including images and files) and data structures; coordinating all, and carrying out some, of the retrieval (reporting) and presentation of data as required; working closely with staff with responsibility for parental reporting.

To include:

- 1.1.1 Exam results and analysis, including update and maintenance of relevant software e.g. SMID, ALPS and Class Charts.
- 1.1.2 Liaise and coordinate Welsh Government data returns e.g. GCSE results, KS5 results, and attendance.
- 1.1.3 To produce Governor summary reports as required (in line with calendared Governor meetings).
- 1.1.4 Oversee and process performance data from external sources, reporting analysis to SLT e.g. All Wales Core Data Set, ALPS, CATS, PASS and Attendance.
- 1.1.5 Value added reports and school/departmental self-evaluation data.
- 1.1.6 Target-setting at pupil, subject and school level.
- 1.1.7 Providing data to support staff CPD projects e.g. SMID.



- 1.1.8 Responsibility for, and the coordination of, statutory returns e.g. PLASC, SWAC, post-16 funding, ALN, Attendance.
- 1.1.9 Manage the collection of internal assessment data including setting up reporting cycles, producing data in meaningful form for managers, liaising with staff responsible for SIMS report.
- 1.1.10 Oversee and produce as required regular attendance data reports.
- 1.2 Systems - working closely with the Resources and ICT Support Team and the SLT; the ongoing integration of SIMS into the school's intranet.
- 1.3 Support - being the primary contact with Capita, including Capita support; keeping licences up to date; being responsible for upgrades; working with IT support in maintaining users and user accounts; troubleshooting issues to do with the SIMS system and its use. Liaise with DCC Tim Data as required.
- 1.4 Support – the school Exams Officer to ensure data is accurate and up to date throughout the year.
- 1.5 Development – working with the DHT in anticipating future needs in the context of the School Development Plan; working closely with relevant support staff and SLT to construct a Data Development Plan; liaising with staff in charge of areas affected by SIMS on future developments and planning; constructing and presenting the plan and proposals to senior managers.
- 1.6 Training – planning and coordinating data specific training for teaching and non-teaching staff ensuring they keep up-to-date with the latest relevant technological updates e.g. SMID and Class Charts.
- 1.7 Maintenance – ensuring that the data structures are adequate to the task including the integrity, GDPR, security, consistency and coherence of data aspects and the data themselves; keeping the data as up to date as possible; working with relevant support staff to maximise the user experience of data; supporting key SIMS users.
- 1.8 Review – monitoring the effectiveness of data usage and feeding back findings to inform planning.
- 1.9 Curriculum development, structure and mapping, to include Timetabling- working with the AHT to create and successfully facilitate a suitable, holistic, broad curriculum to allowing learners to access a range of learning areas and course, as well as allowing opportunity for improvements in basic skills and exposure to wider skills and experiences.
 - 1.9.1 Planning a suitable curriculum with the AHT that covers statutory learning.
 - 1.9.2. Ensuring the above curriculum also includes opportunity for wider studies.
 - 1.9.3. Using staff resources appropriately to provide an appropriate and fulfilling experience for students and staff alike.
 - 1.9.4. Liaise with Middle Managers and staff during the curriculum building process to ensure the best curriculum and learning experience for all stakeholders.
 - 1.9.5. Ensure the finalised curriculum is fit for purpose and works fully in practice.
 - 1.9.6. Facilitate the administration of timetables to children and parents.
 - 1.9.7. Create an alternative timetable to run parallel to the academic one to allow for EBD, Wellbeing and ALN groups to be successfully monitored.
- 2.1. Options - Options- Leading on creating and administering the Options timeline to fall in line with the curriculum and timetabling process.
 - 2.1.1. Plan the options timetable on the school calendar to fall in line, optimally, with assessments, reports and curriculum/timetabling.
 - 2.1.2. Disseminate and collect appropriate correspondence to allow efficient assemblage of students' option choices.
 - 2.1.3. Successful and optimal integration of option blocks into the whole school timetable.
 - 2.1.4. Liaise with AHT/3rd party providers (College) to ensure option block timetable position and timing is appropriate to facilitate provision.



2.2. Other data related tasks:

- 2.2.1. Coordinate parents' evenings and other parental events, staff support and training, publicity, communications and analysis of outcomes.
- 2.2.2. Manage the whole school academic and assessment calendar within SIMS, including National Tests, CATS, PASS, Data Collections, Reporting, Mock seasons.
- 2.2.3. Plan, run and follow up on whole school vital core target setting assessments- with the support of the Exams Officer, timetable and communicate the whole school assessments Personalised Assessments (AKA National Welsh Test), GL Assessment Suite including CATS and Reading Tests and PASS.
- 2.2.4. Support - being the primary contact with Capita, including Capita support; keeping licences up to date; being responsible for upgrades; working with IT support in maintaining users and user accounts; troubleshooting issues to do with the SIMS system and its use. Liaise with DCC Tim Data as required.
- 2.2.5. Development – anticipating future needs in the context of the School Improvement Plan; working closely with relevant support staff and SLT to construct a Data Improvement Plan; liaising with staff in charge of areas affected by SIMS on future developments and planning; constructing and presenting the plan and proposals to senior managers.
- 2.2.6. Training – planning and coordinating data specific training for teaching and non-teaching staff and producing training support materials.
- 2.2.7. Maintenance – ensuring that the data structures are adequate to the task including the integrity, security, consistency and coherence of data aspects and the data themselves; keeping the data as up to date as possible; working with relevant support staff to maximise the user experience of data; supporting key SIMS users.
- 2.2.8. Review – monitoring the effectiveness of data usage and feeding back findings to inform planning.

2.3. Other data related tasks:

- 2.3.1 Produce data on behaviour and rewards reports for managers, trend analysis etc. and utilising appropriate platforms.
- 2.3.2 Support the Pastoral Team, by providing guidance and sharing good practice and skills with them, to support their development and enhance their role and positive impact on the school.
- 2.3.3 Report on Data, Curriculum and Options to Governing Body when requested by the Headteacher.
- 2.3.4 Produce complex data returns.
- 2.3.5 Manage the Data Teams delegated yearly budget and advise the Head teacher of best practice.
- 2.3.6 Produce weekly updates on total pupil numbers, by year and a summary of pupils transferring into and out of the school.
- 2.3.7 Lead on ensuring that the eFSM data on pupils is accurate and well managed.

Resources/Equipment/Material

- Office equipment (e.g. computer, photocopier/printer, filing cabinets)
- Be responsible for managing a budget and looking at reducing costs where appropriate.

Supervision/Management of People

Within the Data Team, the post holder will be expected to:

- Mentor and support less experienced colleagues.
- Continually check the quality of the work produced.
- Allocation of work.
- Complete performance management targets and reviews.



- Deal with issues of discipline / grievance as they arise.
- Hold 1-2-1 meetings

Knowledge, Skills, Training and Experience

- The postholder will hold a degree or relevant qualification and qualifications at least to level 3 in ICT or equivalent or be able to demonstrate proven ICT ability to this level.
- The postholder will have a high level of analytical ability and hold relevant qualifications for curriculum design.
- He/she will be numerate and comfortable manipulating and analysing statistics utilising ICT especially Microsoft Excel.
- He/she will also be familiar with a range of software packages such as SIMS.
- Must be educated to level 3 / A-Level.
- He/she must be very organised and demonstrate high level people skills including, tact, diplomacy and flexibility.
- He/she must have the ability to work under pressure and meet deadlines.
- Excellent communication skills are essential and experience of working in a busy office environment desirable.
- An understanding of the secondary education system would be an advantage.

Special Working Conditions

Not Applicable

Employment Checks/ Specific Requirements

DBS Check, Health Surveillance, Satisfactory References

If you need further clarification on DBS checks please contact HR Direct for advice

Vision/Context

The strategic importance of the informed use of data by all school leaders makes this post very significant in driving school improvement at all levels. The education system can be seen to be data rich but information poor and it will be a central responsibility of the postholder not only to collect the important information, but to have the understanding and analytical ability to process it to extract the key messages it contains with respect to school priorities. In presenting information to colleagues, the postholder will develop an awareness of their needs with respect to data and other information and develop accessible statistical techniques to present to leaders, governors and LA and GWE officers. The postholder will also work with the senior leadership team in planning for and scheduling the annual pupil options processes and the whole school timetable, producing printed and digital reports for all staff.



DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

Post Title:	Data Manager		
Service	Schools		
Grade:	Gr9 (subject to evaluation)		
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc
1. EDUCATION & QUALIFICATIONS	Degree or relevant qualification and qualifications at least to level 3 in ICT or equivalent or be able to demonstrate proven ICT ability to this level.		Application Form
2. RELEVANT EXPERIENCE	Experience of working within related discipline	Experience of working within a School	Application Form/ Interview
3. JOB RELATED KNOWLEDGE & SKILLS	<p>Effective use of ICT and other specialist equipment/resources</p> <p>Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation including GDPR</p> <p>An analytical mind and ability to interpret complex data.</p> <p>Experience of advanced data analysis and systems</p> <p>Excellent numeracy/literacy skills</p> <p>Attention to detail and meeting deadlines.</p>	Full working knowledge of Sims & Nova T6 including the ability to update and create profiles and use aspects and mark sheets	Application Form and/or Interview



Ysgol Uwchradd
PRESTATYN
High School



	<p>Ability and experience of presenting data to teams and training staff</p> <p>Experience of managing</p>		
4. PERSONAL QUALITIES	<p>Ability to relate well to children and adults</p> <p>Willingness to participate in development and training opportunities</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p>		Application Form/ Interview
5. OTHER REQUIREMENTS	<p>Empathy with the Welsh language and culture</p>	<p>Ability to speak Welsh</p>	Application Form/ Interview