

MURRAY PARK SCHOOL

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APPLICANT INFORMATION PACK

DATA MANAGER

APPLICATION DEADLINE: WEDNESDAY 19TH NOVEMBER
9AM

INTERVIEW DATE: W/C 24TH NOVEMBER

START DATE: JANUARY 2026

Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references.



Headteacher: Mrs N. Caley

Address: Murray Road, Micklegate, Derby, DE3 9LL

Telephone: 01332 515921

Web: www.murraypark.derby.sch.uk

Email: recruitment@murraypark.derby.sch.uk

OUR HEADTEACHER

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond. It was great for this to be recognised by Ofsted in September 2022 when we achieved our Good judgement.

We pride ourselves on giving teachers the conditions in which to teach without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.

We are fully committed to offering a top-class education - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. ECTs follow a comprehensive induction

programme as well as our in-house training. We endeavour to ensure your skills are developed so you can perform at your optimum.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.

I wish you the best of luck with your application to our school.



MRS N. CALEY

SENIOR LEADERSHIP TEAM



Nicola Caley - Headteacher

Rebecca Somes - Deputy Headteacher

George Hagen - Deputy Headteacher

Theresa Lucas - Assistant Headteacher

Nick Lynn - Assistant Headteacher

Leanne Dodd - Assistant Headteacher

Joseph Hyndman - Assistant Headteacher

"Being a teacher at Murray Park is a privilege, providing me with the opportunity to be part of a community with shared values..."

Flavia Kupferberg - Teacher of English



AMBITION STATEMENT

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.

In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our Learning Motto, OASIS, enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.



We are passionate about our pupils' personal development and put this at the heart of everything we do. We provide cultural capital experiences to our students through the Murray Park Chatter for Success, where students are supported and encouraged to try new activities and experiences such as visiting the theatre, volunteering, learning to

play a musical instrument as well as much more. As well as this, we produce an annual trip schedule which includes a number to international destinations, including outside of Europe. These are fully funded for students, where required.



Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own physical and mental wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.

"The quality of provision and pastoral care for our students has an exceptional impact on their lives."

Emma Challand - Head of Year



SCHOOL INFORMATION

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school but has a close working relationship with the local authority.

We cater for approximately 1200 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a breadth to the socio-economic status of our families.



APPLICATION PROCESS

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference.

Please provide an email address for your referees so that we can contact them.

Please email your completed application form and letter of application to:

recruitment@murraypark.derby.sch.uk or via TES Online. The application letter should be no longer than 2 sides of A4, Arial font size 11

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"Murray Park is a fantastic school to work for, I've felt extremely welcome and supported by the school, first as a trainee and then as a new starter."
James Murton - Teacher of English

Our School was inspected in September 2022 and gained a Good judgment from Ofsted. Here are just a few quotes from their highly positive report. To access our full report please use our website link:

[Ofsted Reports | Murray Park](#)

Quality of Education	“Leaders have designed an ambitious curriculum that allows pupils to learn a broad range of knowledge.” “Leaders have planned assessments to check pupils' understanding.”
Behaviour and Attitudes	“Pupils are happy and safe at Murray Park. They know teachers care about them.” “Leaders have ensured that classrooms are places where pupils can learn.”
Personal Development	“The 'Charter for Success' encourages pupils to engage in activities such as theatre trips and cookery.” “Leaders ensure that all pupils have opportunities to gain different cultural experiences.”
Leadership and Management	“Leaders have prioritised reading.” “Leaders have created a culture of safeguarding.”

SAFEGUARDING INFORMATION

Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce. This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.

Recruitment Information

The application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

- Child Protection and Safeguarding Policy
- Recruitment of Ex Offenders
- The Equality and Diversity Form
- GDPR Privacy Notice

Recruitment Policy

These documents can be found using following the link:
<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

“Since starting at Murray Park there has been no time for nerves, just excitement. I am delighted to continue my journey here, whilst inspiring others on my way”

Charlotte Bunting - Teacher of Science

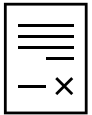


STAFF WELL-BEING

Murray Park considers the well-being of staff to be important. When we make strategic or operational decisions, we always consider the well-being and workload of staff. See below for some of the ways we support staff wellbeing and workload for all our team:



Opportunity for flexible working for all staff



A robust and centralised behaviour system, including an internal Alternative Provision.



A designated, trained, mental health leader.



A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.



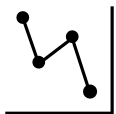
Paid lunch duties, including a free meal.



CPD for all staff, in all roles, including whole-school and opportunities for any bespoke courses.



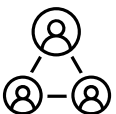
Latest technology, including new laptops for teachers.



A measured approach to data management, including meeting free weeks during data points.



An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy.



Staff social and sports events.

"Murray Park School is at the centre of the community. For our students this is their OASIS"

Katy Drew - Alternative Provision Lead



JOB ADVERT

Data Manager

The Data Manager post is designed to provide a high level of organisation and order to our data collection practices and further develop the use of data at all levels across the school. The post holder should help us embed a single point of entry, collection and analysis.

Salary: NJC 22-24 £29,864-£31,369 Actual Annual for 37 hours per week, 40 weeks per year

Responsible to: Assistant Headteacher for Achievement

Contract: Part-time, permanent. Although the hours are full time at 37 hours per week the role is classed as part-time as it is 40 weeks per year.

Framework: To work within the framework of the NJC pay and conditions (37 hours per week, 40 weeks per year - the extra week to be worked partially during GCSE results week and the week prior to the start of term, currently in August but this may change due to the needs of the school), current legislation and the policies of the school.

The data management element includes responsibility for the organisation and collection of all internal and external data and as such the post-holder will be expected to:

- Set and maintain clear expectations for staff and students.
- Be consistent in upholding agreed principles and practices.
- Be approachable and enable two-way communication.
- Listen to and support colleagues.
- Recognise success in achievement and development.
- Inspire others through a positive and enthusiastic approach.
- Introduce and lead new developments appropriate to the role.

Staff at Murray Park School benefit from:

- Flexible working for all staff.
- A Senior Leadership Team who prioritise staff well-being and consider this when launching any new systems or pedagogical approaches.
- A robust and centralised behaviour system, including an internal Alternative Provision, to ensure learning in our classrooms is disruption free.
- A whole-school CPD package which includes the sharing of recent research and best-practice.
- 6-month training period when you will work closely with our current data manager.

How to Apply

An application pack can be downloaded from the school website at <http://murraypark.derby.sch.uk/key-information/vacancies> or apply via TES Online.

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“Murray Park is an extremely engaging place to work, but more than that it feels like a family and really integrates the ‘community’ aspect of the school’s name.
Joe Potts - Teacher of Geography



ROLES AND RESPONSIBILITIES

Duties as a Data Manager:

- Make data available to appropriate stakeholders at the appropriate time (staff, parents, students, LA, DfE etc)
- Ensure the integrity of data is input and held in a consistent and accurate manner.
- To manage and develop the assessment collection system and database within school, including grade collections, reports etc.
- To co-ordinate the management process/production of student reports and data related to monitoring of progress and attainment of students in a timely manner to meet internal & external deadlines.
- To provide regular analysis of grade collections in various formats and in different databases to enable tracking of pupil progress that is readily accessible to senior and middle leaders.
- To act as the school administrator for Go4Schools software, Analyse School Performance (ASP) via the DfE Secure Access site, FFT and any other relevant data software used.
- To liaise with SLT in the provision and checking of attainment data required by DfE.
- To keep SLT up to date of key developments within Go4Schools.
- To collect and make available data related to students' attainment at admission and leaving.
- To support with the Attendance team with the creation of weekly reports and data for analysis.
- To support the Pastoral team by creating behaviour reports and setting up and populating detention sessions daily.
- Allocating and reporting on students identified for centralised detentions within the go4schools package and sharing this information with relevant stakeholders.
- Support senior staff in the development and
- Work with the Senior Leadership Team and Heads of Departments to ensure timely data collection and provision of data for analysis, to support them to analyse overall school and student performance data on a regular basis.
- Manage the timely transfer of relevant data to other software systems as requested, (for example; Go4Schools, FFT, Analyse School Performance etc)
- Managing user accounts, group lists and background settings on the School App.
- Create detailed data reports based on the school's assessment cycle to parents, Head Of Departments (HOD), Head of Year (HOY) and Senior Leadership Team (SLT)
- To provide support in the collection and analysis of external exam results data.
- To set up links with other Data Managers and local networks, sharing knowledge and expertise.
- Keeping abreast of changes to GCSEs and equivalent qualifications and review how to implement these on school systems.
- To liaise with the relevant support staff and leaders to oversee the collection of data for the preparation of the school census (termly) and any other returns to the Local Authority and Department for Education within their deadlines, where appropriate.

Duties as Exams Data Support:

- To provide data for results day and prepare documentation for HODs and the Senior Leadership Team.
- To upload exams results from the exam board to school systems (such as Go4Schools)
- To support with attendance for examinations by liaising with the Year 11 team and Assistant Headteacher for Achievement for any student that fails to arrive for a public examination.
- Report to Examinations Officer any issues and help make improvements and streamline the examination process in relation to data entry and processing.
- To be able to provide necessary absence cover to support within the Examinations team, where needed.

The post-holder will be expected to carry out other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of a Data Manager.

'Ever since I started at Murray Park I have felt supported by all staff and welcome by everyone here, including the students. I am proud to work at Murray Park...'

Elise West - Teacher of Maths



PERSON SPECIFICATION

Qualifications	Essential	Desirable
- Relevant Level 3 Qualification - Relevant training on a school management software (eg, Go4schools, Sims etc.) - Good Numeracy, Literacy and ICT Skills	X X X	
Knowledge		
- Advance knowledge of Microsoft excel - Previous experience of data management within education - Producing accurate data for reporting & assessment - Analysis of data and effective data management strategies - Awareness of relevant policies / codes of practice and awareness of relevant legislation - Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	X X X X	X X
Skills		
- To use own initiative. - The ability to work under pressure - A keen interest in learning new technologies for use within the school - Ability to relate well to children and to adults - Excellent communication and interpersonal skills - Good organisation skills - Ability to prioritise effectively - Ability to work to tight deadlines	X X X X X X X	X
Personal Qualities		
- A positive outlook, well-motivated, enthusiastic & energetic - Commitment to continual improvement - The desire to succeed - Good attendance and punctuality record - Professional appearance and manner	X X X X	

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"No school day is ever the same. I love helping students achieve their best, in a positive environment working with staff and students who embrace challenges."
Lisa Clarke - Lead Cover Supervisor





MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK,
SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

“PROUD TO BE HERE”



Head Teacher: Mrs N. Caley

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