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Dear Applicant

Thank you for requesting details about a support role at Bradford Academy.

I have lived and worked in Bradford throughout my teaching career. It holds a vibrant, diverse community and possesses unique character. Its diversity reflects Britain. The Academy plays an important part in preparing young people for life in our complex society. Students are prepared to be active participants in their own communities through developing relationships and understanding the importance of exercising their voice. We hold this dear and believe it to be a major reason behind our success. We are developing leaders for the future; both staff and students.

You have shown interest in us at an exciting time. We have recently celebrated our tenth anniversary and continue to be judged by Ofsted as a ‘good school’. Having expanded our age range with students from the ages of 2 to 19, you will appreciate that this is no mean feat and we don’t sit still. We invest in supporting our students and our teaching staff and we know that the various support roles are integral to our success.

I have worked at the Academy since its inception and am incredibly proud of our achievements. Success is down to working hard. We listen to each other. We do not shy away from challenge.

Why do you want to work for this Academy? I would ask you reflect on the following:

* Your tenacity in being the best.
* Your sense of moral purpose.

You need to be committed to improving the life chances of our students for whom educational success is the only secure route to raising the quality of their future lives. Can you demonstrate how you would contribute to our team to get results? You get things done.

We need colleagues who share our values and aspirations.

Does this resonate with you? Are you inspired? Then start your journey and submit your application.

Yours sincerely,

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Tehmina Hashmi

**Executive Principal**

If you would like more information please contact our HR Department on

01274 256789 or by email to [recruitment@bradfordacademy.co.uk](mailto:recruitment@bradfordacademy.co.uk)



**SENIOR DATA ADMINISTRATOR**

**Responsible to: The Data Systems Manager**

**Job Description**

**The first responsibility of all members of staff will be to secure the affirmation, formation and achievement of every learner, in the management of rights of access, choice and freedom from discrimination.**

**CORE PURPOSE:**

To work, as part of the data team providing a comprehensive service in the preparation and production of student data, timetables, assessment information, exams administration, school census and learner reports including the preparation of documents for school events and learning and communication resources in addition to undertaking a wide variety of other duties.

**SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**

No direct supervision over other members of staff but may be required to assist in the supervision of students, trainees, work experience and voluntary helpers with whom the postholder is working.

**SUPERVISION AND GUIDANCE:**

To work under the instruction/guidance of the Data Systems Manager and other staff members as appropriate, expected to perform delegated duties without supervision and to exercise initiative; reporting only on matters of progress or to seek specialist advice.

**RANGE OF DECISION MAKING:**

Expected to make decisions within established academy policies and procedures.

To interpret guidance from other staff on the preparation of documents and materials.

To liaise with other administrative and academic staff to ensure time schedules are met.

Liaising with all staff on behalf of the Principal on administrative matters.

The postholder will be expected to use good common sense and initiative in all matters.

Expected to take a lead in the development of new systems and procedures to meet changing requirements and improve quality.

**RESPONSIBILITY FOR ASSETS, MATERIALS ETC:**

To maintain the confidential nature of information relating to the Academy, its Governors, staff, students, parents and carers.

The provision, use and storage of all equipment and materials.

An understanding of current Data Protection law and the new EU GDPR legislation soon to come in to force.

Responsible for the safekeeping of the computer hardware and software and the back up of computerised data ensuring compliance with the requirements of the Data Protection Act and GDPR.



**Range of Duties:**

* To promote a professional and courteous service that is consistent with the academies ethos.
* To liaise with the DfE, LA, Trust, Stakeholders and other agencies/parties deemed necessary on behalf of the Academy.
* Take a lead role in the preparation and creation of the school census.
* Assist in the development and maintenance of student records including preparation of student reports, assessment analysis and timetabling.
* Create and prepare documents for academy events such as, but not limited to, Contextualised Learning Days, Target Review Days.
* Provide detailed reports and analysis of student data as required.
* Provide administrative support and assistance to the Exams Manager at peak examination periods.
* Undertake research to stay abreast of national data and policy changes, using this to inform decisions and drive positive change.
* Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures and policies.
* Take a lead role in promoting an environment rich in the communication of student success and achievement.
* From time to time, the post holder may be required to undertake any other duties commensurate with the level of responsibility of the post.

**RESPONSIBILITIES:**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support diversity and difference, ensuring equal opportunities for all.
* Contribute to the overall ethos/work/aims of the Academy.
* Develop constructive relationships and communicate with other agencies/professionals.
* Appreciate and support the role of other colleagues.
* Attend and participate in relevant meetings as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Participate in training and other learning activities and performance development as required.
* To support, uphold and contribute to the development of the Academy’s equal rights policies and practices in respect of both employment issues and the delivery of services to the community.



**Senior ADMINISTRATOR - Data**

**Person Specification**

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| **EXPERIENCE** | |  |
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| **Essential** | |  |
| * Experience of a data or administration role in a school/Academy/Trust. * Understanding the needs of stakeholders in providing an effective data service in a large all through Academy provision. * Experience of the use of management information systems and a range of other ICT applications. * A good working knowledge of the SIMS system within a school environment, particularly Assessment Manager. * Competent in the use of Microsoft applications, including Excel and Word and Outlook * Strong literacy skills and the ability to manage reports whilst respond to range of intellectually demanding requests. * Numeracy skills to produce statistically accurate information | | App Form &  Selection process |
| **Desirable** | |  |
| * Experience of timetabling/scheduling. * Experience of working with children of relevant age. | | App Form &  Selection process |
| **Qualifications** | | |
| **Essential** | |  |
| * GCSE English and Maths at grade C / 4 or above including equivalences. * Evidence of Level 3 or equivalent qualifications or be able to demonstrate relevant skills.   **Desirable**   * Relevant training in MIS applications, SISRA analytics, RAISE ASP, FFT Aspire or School Census preparation or other Data applications. | | App Form &  Selection process |
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| **Training** | | |
| **Essential** | |  |
| * Commitment to one’s own personal development; willingness to undertake job related training as required. | | App Form &  Selection process |
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| **Special Knowledge** | | |
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| **Essential** | |  |
| * An understanding of the relevance of accurate data in an educational establishment. * Knowledge of Academy/school procedures. | | App Form &  Selection process |
| **Desirable** | | . |
| * Knowledge of the national picture and current policies in primary and secondary education. * Knowledge of examination procedures for secondary education. | | App Form &  Selection process |
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| **ESSENTIAL SKILLS AND ATTRIBUTES** | | |
| * Approachable, courteous and able to present a positive image of the academy to callers and visitors. | |  |
| * Good timekeeping – must be able to report for work at specific times. | | App Form &  Selection process |
| * A good level of both written and spoken English. | |
| * Flexible and willing to accept change. | |
| * Enthusiastic, good sense of humour. | |
| * Able to act in a firm, but fair manner. | |
| * Able to use good common sense and initiative. | |
| * Good numeracy skills. | |
| * Keyboard skills and ability to work with precision and reasonable speed. | |
| * Must demonstrate good interpersonal skills and listening skills. | |
| * Proactive and highly developed organisational skills. | |
| * Has an understanding of computer technology and how it can be utilised in an administrative/managerial setting. | |
| * Self starter with excellent time management skills | |
| * Able to work constructively as part of a team. | |
| * Ability to prioritise conflicting demands and pressures. | |
| * Ability to relate well to students and adults. | |
| * Ability to work proactively and independently using own initiative. | |
| * Ability to respond flexibly to a diversity of situations and needs. | |
| * Ability to cope with the requirements of the post. | |
| * Ability to discuss and present information clearly and articulately. | |
| * Willingness to share expertise, knowledge and experience with others. * Able to use a range of office equipment. | |
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| **PERSONAL CIRCUMSTANCES** | |  |
|  | |  |
| * Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) | | Sight of official documentation |



**Information for Applicants**

**Job Description**

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification**

This specification sets out which criteria will be used to shortlist candidates for interview.

**Visiting**

We welcome informal visits from all Applicants before they apply. If you wish to do so, please contact [recruitment@BradfordAcademy.co.uk](mailto:recruitment@BradfordAcademy.co.uk) to arrange an appointment.

**Applying**

If you decide to apply for this post please complete the enclosed application form. Your formal letter of application (supporting statement) should be no longer than 3 sides of A4 and should address the selection criteria and competences detailed in the person specification. The Academy must receive a signed copy of the form.

Please email to;

[recruitment@BradfordAcademy.co.uk](mailto:recruitment@BradfordAcademy.co.uk)

Or

Post to HR, Bradford Academy, Teasdale Street, Bradford, BD4 7QJ.

**Interviews**

Shortlisted candidates will be contacted within two weeks of the closing date.

All appointments will be subject to satisfactory DBS/ISA registration and reference checks.