

Data and Performance Officer

Application Pack

**Manor High School
Copse Close,
Oadby
Leicester, LE2 4FU**

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About our Trust

Who we are

We are a family of schools currently located in Leicestershire and Leicester City, with an Infants, a Juniors, two primaries, and one secondary. We are passionate about making a real difference to the lives of all our children and about empowering our whole school communities to enable this to happen to its fullest.

Our vision and values

We believe that all children should be given the opportunity to achieve their potential and be supported in unique and bespoke ways to do so. Every child is unique, and our approach is tailored to advancing their own learning journey. We nurture our learners by providing a wide and varied curriculum that is experiential, rich, and looks at the 'art of the possible'. OAK is based in knowledge-rich learning practices. We want all children to be confident in their knowledge, to be able to apply skills to any situations they face, and to be sure of their learning and how they can use it to support their lives, and those of others. Our pupils and students demonstrate an intellectual curiosity that means learning isn't a function of school, but a matter of everyday life. OAK will support schools and children wherever we can add value. We are not precious about structures but seek to work in collaboration for the bettering of our education system.

Our schools

Our schools are the heartbeat of the Trust. We're proud of our diverse communities, and the family feel that is synonymous with OAK schools. Children are supported to their fullest potential, and able to follow a 3-16 joined up curriculum throughout their entire school career should they wish.

Manor High School



Manor High school is a valued member of the OAK Academies Trust family.

At Manor High school, we are a highly successful and popular 11-16 school. We are fully comprehensive and currently welcome girls and boys from Oadby and the surrounding area, particularly from the residential suburbs in the south and east of Leicester.

We are proud to be in the top 1% of schools nationally for progress and the top school for attainment and progress in Leicester and Leicestershire.

We are a very academic and high achieving school but part of our challenge is to ensure that learning is fun. When children are able to enjoy themselves and be creative, the learning does not seem like hard work and the results are outstanding. The arts and sport are very important to our school. There are many opportunities for enrichment and to learn outside the classroom through plenty of after school activities and residential trips to enhance the learning experience. We are outward looking and enterprising but we also pride ourselves on traditional values of respect, hard work, support, care, aspiration and challenge. We are a listening school and we work closely with our Student Council and act upon feedback from all stakeholders including parents, students and the community.

Our Core Values of Excellence, Inspiration, Respect and Resilience were chosen by staff, parents, governors and, of course, the children who are at the heart of everything we do at Manor High.

We are fortunate to have all of the benefits of a city which boasts two leading universities, museums, art galleries, concert halls, theatres and arenas of sporting excellence in rugby, football, cricket and basketball to name just a few. At the same time, we benefit more than most schools, from our desirable location on the edge of the beautiful countryside in southern and eastern Leicestershire.

Manor High is well connected to surrounding areas and to the city through good transport links. We are a short distance from the A6 and, along with our own school transport, there is a frequent bus service immediately outside the school.

To find out more please visit: <https://www.manorhigh.leics.sch.uk/about-the-school>

Job Description

Job Title:	Data and Performance Officer
Grade:	6
Hours:	37 hours per week, term time only plus 2 weeks (88.10% FTE)
Salary:	Full time salary: £25,419 - £28,226 per annum Actual Salary: £22,394 - £24,867 per annum
Responsible to:	Assistant Headteacher (Achievement)
Job Purpose:	<ul style="list-style-type: none"> • Work closely with the Assistant Headteacher to lead, manage and support the ongoing data and performance needs of the school • Produce analyses of data that enable all staff to help pupils to make outstanding progress • Provide academic and pastoral data information packs to facilitate support for the “whole child” • Ensure that all information management systems are maintained accurately and kept up to date e.g., SIMS, DCPro, 4Matrix, etc. • Produce routine, statutory and ad-hoc management reports to support leaders to improve pupil and student outcomes • Ensure accuracy and confidentiality in dealing with requests and maintaining records • Support and liaise with the Curriculum & Assessment Manager and SEND to ensure accurate GCSE/vocational examination entries

Specific Responsibilities

Performance data management

- Administrator of school databases and systems e.g., SIMs, 4Matrix
- Ensure the data meets the information and reporting requirements of the school
- Oversee the input of student assessment data, checking and identifying any gaps
- Ensure relevant prior attainment information is collected using the Key to Success database and/or by contacting the previous school
- Accurate completion of data checking exercises by required deadlines
- Facilitate the input and analysis of internal and external exam results

Data Analysis

- Analyse and produce data summaries as required
- Track key performance indicators and provide a termly data pack for KS4
- Support Curriculum Leaders and House Managers to understand and read their data/reports
- Ensure the timely input of data by staff, supporting where necessary to ensure accuracy and completion
- Gather information and produce reports in readiness for calendared events
- Analysis of Progress 8 progress and advise Senior Leadership team of impact
- Update the School Evaluation Form (SEF) so that it has the data to evidence the summary statements about the school.

School data management

- To be responsible for the School's Information Management System (SIMS) and the integrity of the data held within it related to students
- Collect and collate data required for reporting to the governors, LA, DfE and other external agencies, including the School Census
- Support the management of school third party systems, i.e., School Gateway, events, online surveys, School Cloud
- Ensure compliance with GDPR requirements
- Support preparation for Ofsted visits

General

- Provide high quality general administrative support, as and when required
- Support the School Business Manager, Operations Manager, and wider Business Support team with a variety of activities and tasks, as required
- Support in ensuring compliance regarding policies and GDPR
- Answer enquiries by email, telephone or in person from all stakeholders and make routine calls to obtain information/resolve queries
- The option to undertake basic First Aid training
- To undertake any other task commensurate with the grade of the post, as directed by the Headteacher and/or Senior Leadership Team

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Personal Specification

Attributes	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> Higher Education Qualification (Degree or equivalent) or relevant professional experience 	<ul style="list-style-type: none"> Qualification in data management or analysis
Experience	<ul style="list-style-type: none"> Experience of multi-tasking in a complex and demanding environment Confident and competent in using computer systems within the workplace, i.e., Microsoft Office. Experience of using Management Information Systems (MIS) Managing data in line with GDPR Experience managing and analysing data Awareness of confidentiality around data 	<ul style="list-style-type: none"> Work experience in a similar / related post Experience of SIMS and/or 4Matrix
Skills / Knowledge	<ul style="list-style-type: none"> Highly developed interpersonal skills with people at all levels Excellent communication skills (written and verbal) Good organisational skills Ability to work on own and to deadlines Ability to prioritise work effectively Competent IT skills Ability to work accurately, with meticulous attention to detail in work produced Be flexible, approachable, and resilient under pressure Deal sensitively with people and be solution focused Negotiate effectively Maintain a positive approach to work Self-motivated and able to use initiative Meet and manage competing deadlines 	<ul style="list-style-type: none"> Knowledge and use of educational based systems, e.g., SIMS and School Gateway Knowledge of GDPR

Other	<ul style="list-style-type: none"> • Understanding of safeguarding issues and ability to follow all Trust procedures relating to this • Hold positive values and attitudes and adopt high standards of behaviour in a professional role • Demonstrable commitment to teamwork and whole Trust improvement • Adaptable and reliable • Work with integrity and discretion 	<ul style="list-style-type: none"> • A pro-active record of CPD
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Terms of Employment

All offers of employment are subject to the Trust receiving proof of identity, two satisfactory references, section 128 check, teacher prohibition check, a pre-employment medical check, an enhanced DBS disclosure, and evidence of relevant qualifications. For further information please refer to the 'Privacy Notice' document for more details.

Salary

Grade 6, Point 18 – 23: £22,394 – £24,867 per annum (88.10% FTE)

Staff Benefits

OAK Academies Trust appreciates that, in achieving its' full potential, it is the staff that make the biggest difference. We offer a benefits package which includes the following benefits for all employees:

- Lifestyle savings
- Employee Assistance Programme
- Salary Sacrifice Schemes including cycle to work, home electronics, gym membership and health cash plan
- Eye test voucher
- Free on-site parking

National Terms and Conditions

The OAK Academies Trust is committed to offering national terms and conditions in line with the School Teacher's Pay and Conditions document ("STPCD"), the Burgundy Book (for Teachers) or the NJC Green Book (for Support Staff). This commitment is reflected in an agreement between OAK Academies Trust and the national Trade Unions.

Pension Scheme

All contracted members of staff will be automatically enrolled into the appropriate pension scheme (the Teachers' Pension Scheme or the Local Government Pension Scheme). Employees do not pay tax or national insurance on their contributions and the Trust adds a generous employer contribution, which varies depending on the salary.

Continual Professional Development

The Trust values the contribution of its' skilled staff team and is supportive of Continual Professional Development opportunities. Funded opportunities are upon application and subject to business need.

Flexible and Family Friendly Policies

The Trust understands that employment policies need to be flexible and responsive to promote diversity and

equality, and to attract and retain the highest quality workforce. Our Flexible Working Policy provides an

opportunity for employees to request (after a qualifying period) an arrangement such as a job share or a part-time role. Such requests will always be considered fairly, whilst taking account of the needs of the employee, the post, and the Trust. The Trust is also very mindful of staff welfare and has policies in place to support staff, wherever possible, with leave for emergencies or for compassionate reasons.

Wellbeing and Occupational Health Services

The Trust is continually considering wellbeing opportunities for staff. For individual staff, colleagues may be referred to our supportive Occupational Health services and be offered access to appropriate services (e.g., physio assessment, counselling services, etc).

Safer Recruitment

The OAK Academies Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process that includes assessing candidates' suitability to work with children.

The schools within our Trust are committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.

All staff will be required to hold an enhanced DBS Disclosure.

Equal Opportunities

At our Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the Trust have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

Further information

For a confidential discussion about the vacancy, you are invited to contact:

Nicola Savill

Telephone: 0116 2714941

Email: hr@manorhigh.leics.sch.uk

Applications

The application form and further details are available from Eteach in addition to those detailed below:

Our website: www.oaktrust.org

School website: www.manorhigh.leics.sch.uk

Email: hr@oaktrust.org

Telephone: 0116 2714941



In addition to a completed application form, please provide a covering letter with a supporting statement, no longer than 750 words, outlining why you would be suitable for the post and how you can make a positive difference in our diverse Trust. The completed application form and covering letter can be uploaded to Eteach or can be returned via e-mail or post to:

Email: hr@oaktrust.org - marked MHS Data & Performance Officer in the subject line

Post: Mrs Nicola Wall
HR Manager
Copse Close
Oadby
Leicestershire
LE2 4FU

Application Deadlines

Closing date: 6th October 2022 9.00am

Interviews: W/c 10th October 2022

School Visits

Please contact the school Operations Manager, Nicola Savill on 0116 2714941 to arrange a visit to the school.

Applicants are advised that, following shortlisting, successful candidates will be contacted with further details about the interview process.

Please note: To ensure compliance with Safer Recruitment Guidelines, CVs will not be accepted.