

Candidate Pack



**Cedar Mount
Academy**

BRIGHT FUTURES EDUCATIONAL TRUST

Data Manager

Overview of the role



This is an exciting opportunity to join our wonderful school. We are looking for a Data Manager with a strong moral purpose, that every child can achieve their dreams and goals.

We are seeking to appoint a Data Manager with an eye for detail and an analytical mindset to provide specialist data support to staff at Cedar Mount Academy.

Our school is a fantastic place to work. We have been on a strong journey of improvement and are ambitious about our next steps. We are a team of staff and students who are working together relentlessly to ensure a world class education for all our students.

You will benefit from supportive colleagues, a forward looking Principal, a supportive Trust, engaged parents and students. In short, we have a very warm and welcoming school team.

We are open, supportive and flexible with high-quality CPD opportunities through our Teaching School Hubs and Professional Development Institute where we are able to harness the very practice.

The full job description and person specification are at the end of this pack.



Bright Futures



Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best for everyone, the best from everyone. We are an organisation that is underpinned by values of: community, integrity, and passion. In everything we do, we remember that we are accountable to the children, families, and communities that we serve.



Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures’ Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Heads of School and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: [About Us - Bright Futures Educational Trust \(bright-futures.co.uk\)](http://Bright Futures Educational Trust (bright-futures.co.uk))

The Central Team includes the Executive Team: John Stephens, CEO; Edward Vitalis, Deputy Chief Executive; Gary Handforth, Director of Education; Lisa Fathers, Director of Education & Partnerships; and Lynette Beckett, Director of People & Strategy.

The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge, and support. In addition to the Executive Team, we have central operations for finance, communications and marketing, HR, educational psychology, and digital technologies. Please see our website brochure which explains our central operations: [Why-Join-Bright-Futures](#)

Professional Development Institute

Bright Futures Professional Development Institute is another important outward facing component of our organisation.

Underneath this umbrella we have several hubs. [Bright Futures Training](#) which provides school improvement services and CPD to over 700 schools, a North West Maths' Hub [NW1 Maths Hub](#), providing mathematics training and coaching to 500 schools, and a SCITT (School Centred Initial Teacher Training) [Bright Futures SCITT](#), which is the largest in the North West. Within the Development Institute, Bright Futures also has two [Teaching School Hubs](#), serving Manchester, Stockport, Salford, and Trafford. [Bright Futures Send Outreach](#) is another service which we provide across the North West. We have also been designated as an Early Years Stronger Practice Hub to work across the North West as the [Bright Futures Early Years Hub](#).



Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).

Cedar Mount Academy

A BRIEF HISTORY AND BACKGROUND INFORMATION

Cedar Mount Academy opened in 2000 and is co-located with Melland High School, an outstanding special school which is also part of Bright Futures Educational Trust as is Rushbrook Primary Academy which also shares the campus.

VISION, VALUES AND CULTURE

Vision

The best for everyone, the best from everyone

Mission

At Cedar Mount Academy we believe that all students should learn to be the best version of themselves, so that they leave school after five years as happy, caring and knowledgeable young people ready to contribute as global citizens. This is a school designed to support its local community and is driven by our values.

Values

Our key values have been chosen to allow students and staff to achieve things they never thought they could. We expect all members of the Cedar Mount family to:

Show respect:

We are polite and courteous at all times

Be honest:

We tell the truth and take responsibility for our own actions

Be kind:

We think of others and act in a way that benefits our whole community

Show resilience:

We never give up and have the strength to face challenges, knowing that we can always improve

Work hard:

We complete every task to the best of our ability, knowing that by working hard we can meet our potential



Our school is a fantastic place to work. We have been on a strong journey of improvement and are ambitious about our next steps. We are a team of staff and students who are working together relentlessly to ensure a world class education for all our students. You will benefit from supportive colleagues, a forward looking Principal, a supportive Trust, engaged parents and students; and a very warm and welcoming school.

We are open, supportive and flexible with high-quality CPD opportunities through our Teaching School Hubs and Professional Development Institute where we are able to harness the very practice.

OUR AIMS

The school has the following aims in offering a world class education for all students:

- To help students become the best version of themselves so they can make sense of change, and improve the world
- To provide a curriculum that enables students to be successful, to be challenged and to meet their potential
- To create an inclusive community that allows everyone's identity to be recognised, celebrated and valued, and for individuals to flourish
- To offer equity of opportunity to all members of the community so they can develop the knowledge and skills needed to go into the world and be successful
- To ensure all members of the community take responsibility for their own actions and support others to make the right choices

OVERARCHING PRINCIPLES

Education is the entitlement to powerful knowledge that takes students beyond their experiences. The curriculum at Cedar Mount Academy is designed to enable students to acquire knowledge, understanding, skills and behaviours that take them beyond their context. This is knowledge that our students may not have had access to before. These skills and behaviours enable students to become useful citizens in a global society.

Social and cultural mobility are the keys to securing high quality, lifelong, positive academic outcomes for our students and allowing them to be the best versions of themselves. We have a wonderful enrichment offer to complement the curriculum which teaches students how to behave, present themselves and represent their community.

Running throughout Cedar Mount Academy is a relentless desire for our students to be happy. We have a sophisticated wellbeing strategy. We believe our students need to be challenged to think and work hard but we 'challenge with compassion': every student will be given the opportunity to achieve academic success in a supportive and creative environment.

THE CEDAR MOUNT ACADEMY WAY

“Leaders’ strong moral purpose and unwavering focus to create a positive culture for learning has transformed the school into a better place.” Ofsted 2023

Cedar Mount Academy is a fantastic school. We believe that all students should learn to be the best version of themselves so that they leave school after five years as happy, caring and knowledgeable scholars.

We are a school designed to support and develop our local community, driven by our core values. Our firm belief in these values ensures our commitment to high-quality education for all students.

Parents who choose to send their children to Cedar Mount Academy know they will be giving their child an opportunity to learn in a hardworking, academic culture that brings out the best in everyone.

At Cedar Mount Academy we ensure students have access to a wide range of educational opportunities, both academic and extra-curricular, that prepare them for their future and open up their prospects for further development. We are proud to give our students authentic experiences that excite and interest them. We have notable success in sports (we are City Champions in a range of events), public speaking, drama (students have taken part in a range of performances) and much more. Students enjoy many trips, visits, and residential opportunities, enabling them to enjoy the very best experiences so they thrive in all they do.

We are a diverse and multicultural community where differences are celebrated and where students are given high quality pastoral care from our wonderful staff team. The school offers a vibrant, studious, calm and welcoming environment. Ofsted said this year (2023): “...the school is like a second family”.

We have been on a strong journey of improvement and are ambitious about our next steps. Leadership is strong and ambitious, and the curriculum work has been extensive. Our last inspection in April 2023 gives us much to celebrate with three areas of school judged as securely ‘Good’:

- Leadership and Management – Good
- Behaviour and Attitudes – Good
- Personal Development – Good

Exciting work is underway to embed the curriculum work and secure ‘Good’ for the ‘Quality of Education’. This is an exciting time to join our thriving school community and we are proud of the difference we are making to children’s lives.

“Cedar Mount is a welcoming and inclusive school. Pupils share highly positive relationships with staff and their peers. They know that staff care deeply for them. This helps pupils to feel happy and safe in school. Pupils say that the school is like a second family” and “Leaders have developed a rich, varied and ambitious curriculum. Pupils enjoy learning new knowledge and ideas”.

We encourage you to watch our new school video which perfectly sums up who we are:
cedarmount.bright-futures.co.uk/wp-content/uploads/2023/09/cedar_mount_academy-720p.mp4

Further information about the school can be found on our website: <https://cedarmount.bright-futures.co.uk/>

Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, and treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our website.

Terms and Conditions

Salary	NJC scale points 21 - 25 (Bright Futures scale 6) . The full-time equivalent pay is £30,825 rising to £33,945 per annum. The actual pay based on the working pattern below is £27,873 rising to £30,694.
Working weeks	This role will work 41 weeks during school term-time including five school based training days (INSET) and ten additional days.
Hours	36.25 hours per week; 8:15 - 4:00pm, Monday to Friday 7¼ hours per day with a half hour unpaid lunch break
Holidays	You will be paid for the prorate equivalent of 26 days, plus 8 public holidays. This increases to 31 days plus 8 public holidays after 5 years' service.
Pension	Local government pension scheme. Please take a look at the website: https://www.gmpf.org.uk/ .
Other	We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions. We also offer opportunities for professional development.

How to apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equality and diversity.

NO AGENCIES PLEASE.

Our application form is available online, along with the disclosure of criminal background form. The portal link is: <https://bfet.jotform.com/233324648381862>

Alternatively, you can click Apply Now on this role via the current vacancies page of our website. Closing date: Tuesday 12 December 2023. Shortlisted candidates will be notified as soon after the closing date as possible.

Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Data Privacy

You can read the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: [Applicant Privacy Notice](#).

Job Description



**Cedar Mount
Academy**

BRIGHT FUTURES EDUCATIONAL TRUST

Data Manager

Grade 6

Term Time plus 15 days (Includes 5 INSET days)

We are seeking to appoint a Data Manager with an eye for detail and an analytical mindset to provide specialist data support to staff at Cedar Mount Academy.

You will need to have ambition for our students as well as for yourself. We welcome colleagues to Cedar Mount who are driven by a moral purpose and are keen to learn and grow. The successful candidate will have superb knowledge of school processes and an eye for detail to ensure that all data management, assessment, school data compliance, and to ensure local reporting and statutory returns are completed accurately and to deadline. The ability to learn other data related educational software is essential, alongside excellent communication and collaboration skills.

The Data Lead is an integral part of Middle Leadership Team. The post holder has responsibility for the planning, development, design and organisation of strategic and operational data management systems, procedures and policies to ensure a consistent school wide focus on raising pupil achievement.

The post holder will be required to produce clear, concise, accurate information to support the academy's senior leaders in raising standards of performance. They will be adept at analysing problems and have the ability to work with the Senior Leadership Team to develop solutions and strategies leading to school improvement.

They will strive for excellence in all they do and be committed to providing first class provision for all our children. Excellent teamwork, high standards and a capacity to work hard will be at the core of their success. They will be flexible with the ability, determination and commitment to work collaboratively with the senior leadership team to continue the development of the school.

KEY RESPONSIBILITIES

- To manage the full SIMS administrative software suite modules and all other systems which interface with it.
- To be responsible for the planning, development, design, organisation and monitoring of data management systems, procedures and policies to ensure a consistent school-wide focus on students' achievements, using data and benchmarks to measure and monitor progress and set targets which will promote and sustain school improvement.
- Manage and update the school timetable to accommodate flexible and personalised learning.

Key Focus Areas

- Manage termly data captures.
- Set up all assessment marksheets to record termly information, including additional collection of specific progress review data, mock exam results and end of year assessments for all subjects.
- Communicate instructions on completion to staff.
- Enforce completion deadlines.
- Check completion of data.
- Communicate with teaching staff to ensure data is fully completed.
- Produce termly data capture information as required by SLT and the Trust.

SIMS

- Proactively lead and advise, offer in-house training and encourage the use of SIMS across the school.
- Audit and develop a programme of staff training needs for all SIMS modules.
- Assist in the planning, implementation and installation of software upgrades for SIMS ensuring that all staff are notified of changes.
- Work alongside the IT Systems Manager to ensure a seamless approach to SIMS software management, implementation and development.
- Lead staff in development and produce training materials in the most effective use of the SIMS system to record and report on a range of data sets including exclusions, behaviour management and performance data to identify trends and inform strategies for change.
- Provide leadership and guidance to the Administrative Team in the electronic transfer of pupil data to ensure complete data integrity and confidentiality.
- Create and prepare complex strategic and operational data for analysis.
- Create and devise data systems to highlight and improve performance.
- Be accountable for the use of systems in school in raising standards and performance across the whole school.
- Create and develop systems to enable the effective monitoring of vulnerable students.

Timetable

- Take overall responsibility for informing staff of all timetables and subsequent changes.
- Prepare, construct and maintain the school timetable to ensure a rich and balanced curriculum for all.
- Modify the school timetable to meet individual pathways as required.
- Manage the timetable to accommodate any curriculum changes following data captures.
- Ensure all 'in year' admissions have an accurate timetable prior to starting the Academy.

An environment where our people are valued

- Work professionally and effectively as part of a specific and wider school staff team.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, carers, governors and members of the local community.
- At all times to be a positive, professional role model for all pupils.
- Developing and maintain a culture of high expectations for self and others.
- Open and transparent verbal and written communication strategies are implemented with staff, pupils, parents/carers and the local community, as appropriate.

Financial viability

- Have oversight of the budgets held by the postholder with the support of a line manager
- Contribute to the monitoring of school budgets as appropriate.

Robust governance and systems and processes

- Promoting resilience, independence and focus on education and employment.
- Successful deployment of departmental and academy policies to contribute to continual school improvement

Community

- Be a visible presence for colleagues, pupils, parents and the local community and sustain effective and positive relationships.
- A commitment to safeguarding and protecting the welfare of children and young people.
- Any other reasonable tasks as directed by the Principal.

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974

Person Specification

Category	Essential	Desirable	Means of Identification
<p>Qualifications, Education, Training</p>	<ul style="list-style-type: none"> • Maths and English grade C GCSE level or equivalent. 	<ul style="list-style-type: none"> • SIMs training courses • Evidence of recent relevant professional development and study 	<p>Application form</p> <p>Interview</p>
<p>Relevant Experience</p>	<ul style="list-style-type: none"> • Good working knowledge of Microsoft Office packages including Outlook, Word, Excel and PowerPoint with excellent keyboard skills. • Experience of administration and data management • Demonstrable high proficiency experience of the use of Excel and the manipulation of data 	<ul style="list-style-type: none"> • Experience of working within a school environment or have proven transferable skills • Proven experience as School Data Manager • Knowledge of software packages (SISRA/Class Charts etc) • Detailed knowledge and understanding of management information systems (SIMS) • 	<p>Application</p> <p>Interview</p> <p>Tasks</p> <p>References</p>
<p>Safeguarding</p>	<ul style="list-style-type: none"> • Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people 	<ul style="list-style-type: none"> • Knowledge of 'Keeping Children Safe In Education' (KCSIE) and 'Meeting Digital and Technology Standards in Schools and Colleges' government guidelines 	<p>Application Form</p> <p>Interview</p> <p>Task</p>

