

Recruitment Information Pack



Data & Admin Assistant

10 hours per week, term time only plus 3 training days
Days and times to be arranged, but will include Mondays
Grade 6 £4,487 - £4,579 (actual salary)
Required ASAP

Content

Vision, Values and Ethos	Page 3
Our offer to new staff joining the LiFE Multi-Academy Trust and The Winstanley School	Page 4-6
The Application Process	Page 7
Vacancy Advert	Page 8
Letter from the MAT Business Manager Headteacher	Page 9
Job Profile	Page 10
Person Specification	Page 11-12

Vision, Values and Ethos

LiFE Multi Academy Trust

Bringing Learning to LiFE

Vision: We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that that no school can be deemed successful unless all those around it, are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each school is seen as a leader of and vital to its local community; each school is regarded as fundamental to the identity of its surrounding community.

Values:

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing the diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies.

The Winstanley School

Widening horizons and enabling excellence

Staff and Students have created the values that The Winstanley School stands for in promoting learning for life.

All members of the community SHINE.

This means we believe in:

Supporting others

Hard work

Independence

Never giving up

Excellence

Everything we do is related to these values

We SHINE

Our offer to new staff joining The LiFE Multi Academy Trust and our schools

Professional Capital:

‘We believe in getting the right people, getting them to work together and getting them to stay’

Strategy	Description
Putting your trust in our Trust	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.
Coaching	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.
Personal Improvement Plan versus Performance Management	Instead of the usual performance management, we encourage our staff to identify aspirational targets through our ‘Personal Improvement Plan’ (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.
Health and Wellbeing Strategies	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> • providing employees with a safe, healthy and supportive environment in which to work • recognising that the health and wellbeing of our employees is important • providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>
Presumed Professionalism	We have a ‘Presumed Professionalism’ ethos across the Trust. Our staff are professional educators and we recognise the need to support staff to enable a healthy work life balance to allow maximum impact whilst working with our young people and each other. We achieve this by allowing staff to sign out during their free periods, as long as professional duties are not affected. See our policy for further details.

Our offer to new staff joining The LiFE Multi Academy Trust and our schools (continued)

<p>Development of Professional Capital and Excellence</p>	<p>As a Trust we always look to invest in our staff and pride ourselves on our 'home grown talent'. We pride ourselves on this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young people.</p> <p>Quite simply, our aim is to employ people who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.</p> <p>Examples of the many opportunities we encourage staff to take up externally include:</p> <ul style="list-style-type: none"> • The National Professional Qualification for Senior Leadership (NPQSL) • The National Professional Qualification for Headship (NPQH) • The National Professional Qualification for Middle Leadership (NPQML) • The Outstanding Teacher Programme (OTP) • Initial Teacher Training (ITT) <p>Pathways are available at apprenticeship level, NQT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are led by staff within the Trust and others are externally accredited. In addition, the Trust provides the opportunity of becoming an associate SLT member, enabling middle leaders to gain insight and experience of leadership at the highest level within a school.</p> <p>Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, in order to help them feel empowered and in charge of their own development.</p> <p>Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.</p>
<p>Great access to progression and leadership responsibility</p>	<p>Further evidence of our investment in 'home grown talent' is that 86% of our TLR holders have been internal appointments. We have clear professional progression pathways within the CPD offered throughout the year at all levels within the Trust.</p>

Our offer to new staff joining The LiFE Multi Academy Trust and our schools (continued)

Collaboration across all schools	We are developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we are able to offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.
Sabbatical and flexible working policies	<p>We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details.</p> <p>Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.</p>
Strong Induction Process	It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this we have a New Staff Induction Day before the start of term, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. This day also prepares new staff for our training (conference) days at the beginning of the Autumn term. In addition to this ALL staff are invited to visit a series of lessons across the school year.
NQT Programme	We offer newly qualified teachers a robust, supportive and bespoke training programme which will enable you to develop into an outstanding teacher.
Continued NQT and RQT support	Where possible we try to ensure that NQTs and second year teachers have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer to peer observations and additional coaching to take place to develop their practice.
3D Networks	3D Networks are an opportunity for faculties to share good practice and new ideas with colleagues across the school, based on our unique 3D Learning and Teaching model.
Attendance of staff	Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.

We are always looking for highly quality teachers and support staff who buy into our values across the LiFE Multi Academy Trust and our schools

The Application Process

Completed applications should be returned to shambleton@winstanleyschool.org.uk

or by post to

Mr D Bennett
The Winstanley School
Kingsway North
Leicester
LE3 3BD

A phone call, followed by an email will be sent to shortlisted candidates to confirm details of the interview process.

Queries

If you have any queries on any aspect of the application or need additional information, please contact Miss S Hambleton on 0116 2898 688

Thank you

Advert

Data and Admin Assistant

10 hours per week term time only, plus 3 training days

Days and times to be arranged, but will include Mondays

Salary: Grade 6: £4,487 - £4,579 pa (actual salary)

We are seeking to appoint a committed and enthusiastic Data and Admin Assistant. You will be based primarily at The Winstanley School but may be asked to work across the MAT if necessary. The successful candidate will support the work of the MAT Data Team. The successful candidate will be able to promote the vision, and to live the values, of the LiFE Multi-Academy Trust.

“The LiFE Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment”

Please contact the school office on 0116 289 8688, via e-mail shambleton@winstanleyschool.org.uk or by visiting www.winstanleyschool.org.uk for further details and application form.

The closing date for completed applications is 9 am on Monday 21st September

“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”

The Winstanley School
Kingsway North, Leicester, LE3 3BD
Tel 0116 2898 688, email shambleton@winstanleyschool.org.uk
Headteacher: Dave Bennett

September 2020

Dear Applicant

Data and Admin Assistant

Thank you for your interest in the above post.

We are seeking to appoint a Data and Admin Assistant who has energy, enthusiasm and enjoys working in a busy environment. This role is to work across a number of teams within our school and requires someone who is able to be self-motivated, adaptable and able to work across multiple teams. The successful applicant will provide support to the following teams:

- Data and Exams

The following information is included in this pack:

- Personnel Specification and Job Description;
- An application form can be downloaded from our website;
- Details of our most recent Ofsted report can also be found on our website or Ofsted's.

If you are interested in applying for our post, please complete the following:

- Application form;
- Letter (of no more than two sides of A4), outlining your relevant experience and how you would support the work of our MAT.

The Personnel Specification indicates the specific skills and qualities we are interested in and where we expect to make judgements of these in the selection process.

Further details about the school can be found on the website at www.winstanleyschool.org.uk

Your application should be sent to Sue Hambleton, PA to the Headteacher, by 9 am on Monday 21st September 2020.

I look forward to receiving your application.

Yours sincerely



Sarah Mayes
MAT Business Manager

Job Profile

School:	The Winstanley School
Job Title:	Data and Admin Assistant
Grade:	10 hours over 38 weeks (plus 3 training days) Grade 6:
Responsible To:	Winstanley Data Manager
Key Relationships/ Liaison with:	Teaching, support staff and students
Job Purpose:	1. To support the MAT Data Team
<ol style="list-style-type: none"> 1. To support the Exams & Data Manager by: <ul style="list-style-type: none"> • Maintaining accurate records of student data • Processing of new admissions information • Preparing data for analysis by leaders or teachers • Generating reports for leaders, teachers, students or parents • Support with the administration of academic structures and timetables on SIMs • Support the exam invigilators and help with the setting up of halls and rooms for exams 2. To support the Exams & Data team to develop systems and solutions to allow the tracking of student progress to service the needs of relevant teams. 3. To support students and staff with queries on a daily basis 4. Using and being proficient in using Word, Excel, email, Google systems and SIMs software to produce a wide variety of data and documents. 5. To provide support across the MAT if required. 6. Any other reasonable duty, commensurate with the grade of this post, required to support the school/trust. 7. All relevant training in the use of software will be provided. 	

Personnel Specification

	Essential	Desirable
Qualifications		
GCSE grade C or above or equivalent in English and Maths	✓	
Evidence of relevant professional training/development within the last five years.		✓
Experience		
Previous experience of working in a Data environment	✓	
Previous experience of working in a school environment		✓
Proven ability to communicate effectively both within a team, with senior staff and pupils	✓	
Ability to work effectively both as a team member and independently.	✓	
Knowledge		
Experience of using data specific software	✓	
Experience of using SIMS, including Assessment Manager		✓
Previous experience of working in exams		✓
High standard of IT skills including, Excel, Google documents/drives/email and word	✓	

Personnel Specification (cont'd)

<p>General Circumstances</p> <p>An understanding of data protection and client confidentiality. Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work e.g. lone working, and report any defects and hazards to management.</p> <p>High level of commitment to Service tasks and to the needs of young people.</p> <p>Enhanced DBS required</p> <p>Commitment to act in an anti-discriminatory manner at all times and ensure that staff within the team respond accordingly</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
---	----------------------------	--