



St LUKE'S
Church Of England School



Recruitment Pack

Data Officer

St Luke's Church of England, Exeter

Closing Date: Midday, Monday 6th March

Ted
Wragg TRUST

Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust
CEO, Moira Marder**



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

Our Values



Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

Collaboration

- build **trust**
- build strong **relationships**
- be **stronger together**

How will we succeed?





St Luke's is an ambitious and inclusive Church of England School dedicated to ensuring all students live life to the full.

We are incredibly proud to be part of the rapidly growing Ted Wragg Trust and believe whole heartedly in their mission to grow great people. If you join St Luke's you will be surrounded by people who have an unapologetic mission to be better every day. We offer all staff exceptional professional development through weekly coaching which has seen us be named as one of only 13 national coaching hubs. Our staff also benefit from disruption free classrooms created by a centralised behaviour system, wider Trust leadership development programmes as well as access to exceptional leadership coaching and opportunities such as SW100.

At St Luke's, we are relentless in our mission to support the improvement of educational outcomes in the South West and are proud to be one of the most improved schools in the region following our 2022 outcomes. As a member of our team, we expect the same aspiration and are searching for people who reflect our core values by taking responsibility to achieve their best.

If you are someone who believes in the power of education to transform the lives of all young people, regardless of background, then St Luke's is the place for you. We will provide you with the very best training, opportunities and environment that ensures you can be brilliant every day.

Kealey Sherwood
Headteacher



Key Details

Job Title: Data Officer

Location: St Luke's Church of England School, Exeter

Salary: Grade D £22 369 - £24 496

Salary Pro-Rota £19 585- £21 448 (38hrs week/ 39 weeks year)

Plus relocation package if appropriate.

Closing Date: Midday, Monday 6th March 2023

Interviews: W/C 6th March 2023

Required From: ASAP

Our Mission

We are an ambitious and inclusive Church of England School, dedicated to ensuring all students live life to the full



Our Values

As a community:

We work hard
to achieve
our best

We are
inclusive

We give hope

We take
responsibility

We show
respect

How to apply

If you would like an informal conversation about this role please contact office@stlukescofe.school

Please use the application form available on the Trust/School website and email it to:
office@stlukescofe.school



Job Description

Data Officer

1. Key Purpose of Job:

- To support the Business Administration team by providing Data support and working closely with Data and Exams Officer and assisting the team to effectively and efficiently respond data and admin requirements across the school.
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2. Key Duties and Accountabilities

Data and Exams

- The administration of all internal (mock), external examinations and BTEC examinations, and other exams which teachers are not required to invigilate, at all key stages.
- Entering students identified by teaching staff for external examinations using appropriate ICT systems and approved private entries.
- Assessment and Data Reporting
- Managing the administrative requirements of Non-Examination Assessment (NEA).
- Support the SENDCO Administrator with Access Arrangements for students.
- Support with managing a team of external invigilators, readers and scribes.
- Responsible for the distribution of results and certificates, checking accuracy of personal details and grades issued.
- Liaising with teaching and support staff, including maintenance, regarding the furnishing of appropriate venues for the conduct of examinations.
- Other clerical and administrative duties relating to exams, in particular, the secure storage and dispatch of examination materials as required by examination boards regulations.

Other Data and Administration Duties

- Lead and manage on Transition
 - Dealing with CTF files
 - Keeping accurate training data for across the school and booking training
 - Data support for Finance administrator
 - Free school meal data
 - School Events e.g. School Open evenings
 - All general Admin duties
 - Maintain confidentiality and observe GDPR guidelines.
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3. Supervision/Line Management Responsibilities of the post

- None
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4. Working Environment & Conditions of the post

- The post will be based at St Luke's Church of England School. The post holder may be required to travel to work with any school within the Trust.
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5. Other Duties

- Identify personal training needs and participate in training and performance development whenever required.
 - Maintain positive, professional relationships with students, parents / carers, employees, Governors and Trustees
 - Attend and participate in relevant meetings as required.
 - Undertake any other duties appropriate to the grade of the post
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6. Other Information

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
 - The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
 - The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
 - The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
 - The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
 - This post is based at St Luke's School but the post holder may be required to move their base to any other location within the Trust upon request
 - The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
 - To undertake additional duties as required, commensurate with the level of the job.
 - To attend Awards Evenings and Celebration Events.
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As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before an appointment is confirmed. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity.





Person Specification

Job requirements

Essential/
Desirable

Qualifications and Professional Development

- GCSE (or equivalent) in English and Mathematics at Grade 4 or above
- Experience using Bromcrom (or similar Data software)
- Experience of working with Microsoft packages, including Outlook, Word, Excel and Powerpoint
- Experience of working within a busy administrative environment

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Relevant Knowledge and Experience

- Ability to prioritise workload and manage competing demands
- Organised and methodical approach
- Ability to be flexible and adaptable
- Good communication skills both written and verbal with good telephone manner
- Highly motivated and reliable
- A supportive and cooperative team member
- Excellent time management skills
- Committed to maintaining confidentiality at all times
- Willingness to learn and participate in developmental opportunities
- A positive attitude and commitment to equality

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Behaviours

- Be prepared to adopt and support the core values of the Ted Wragg Multi Academy Trust, in order to play your part in providing high quality education and support to our students and other staff colleagues
- Understand, promote and uphold policies for safeguarding children and young people
- Maintaining absolute confidentiality and integrity; being trustworthy and honest
- Excellent interpersonal and communication skills;
- Committed to equality and diversity

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Other

- This post is subject to an enhanced DBS disclosure
- This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English

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Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities in our Trust to access development and wider networks with some of the best schools, Trusts and leaders across the country.



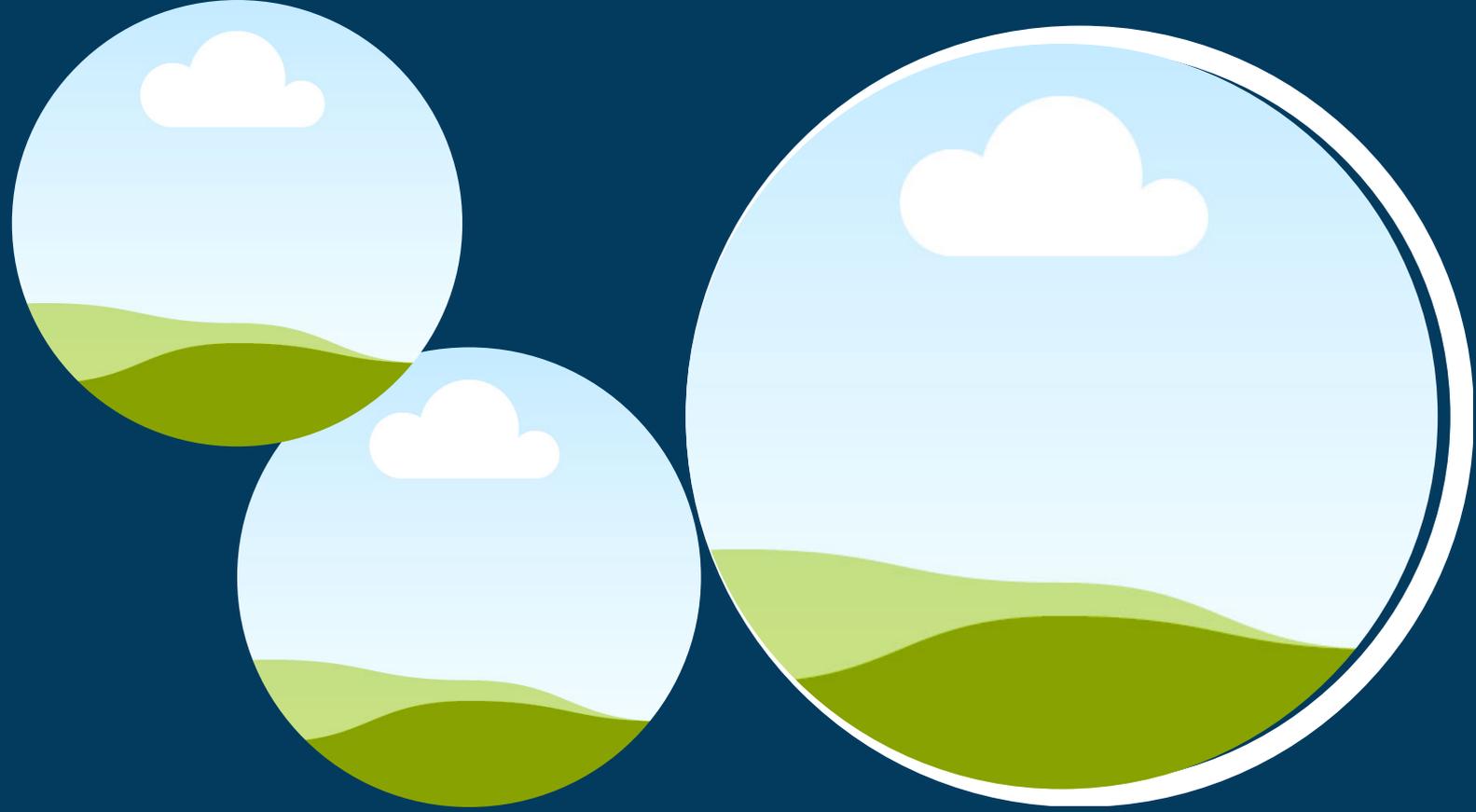
Dixons Academies Trust – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



Cabot Learning Federation – A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



Reach Academy Feltham – Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.



Recruitment Pack

Thank you for your interest!

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