



*Achieving excellence together*

Welcome to The Mirfield Free Grammar where we are currently looking to appoint a new Data Officer across the school. This is an exciting time to join The Mirfield Free Grammar Journey as we continue our journey as part of Great Heights Academy Trust.

*Great Heights Academy Trust strives, to always provide an inspirational, positive, and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm, and mutual respect.*

*We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.*



## Data Officer

---

CANDIDATE INFORMATION PACK



## ► Welcome

Dear Colleague,

I am delighted that you are considering the position of Data Officer at The Mirfield Free Grammar.

We are seeking to recruit an individual for our secondary school who has inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join our school as we embark on our exciting journey with the Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of The Mirfield Free Grammar. It is a privilege to lead such a fantastic school and a role I am extremely proud of.

We strongly believe The Mirfield Free Grammar has an inspirational, positive, caring and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at The Mirfield Free Grammar strives to 'achieve excellence together' and this vision is embedded in 'THE MFG Character' across our school community.

We endeavour to create well-rounded, happy, and confident young people who are able to contribute positively within the community. I am a firm believer that THE MFG Character of Tenacity, Health & Happiness, Equity, Morality, Flourish, Generosity are the most appropriate foci to enable our students to achieve this.

We look forward to reading your application, best of luck to all.

Yours sincerely

Mrs Alexandra Fuller  
Principal



## Overview of the Position for The Mirfield Free Grammar

The Mirfield Free Grammar are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in administration and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students at all levels.

## About the Trust

The Trust currently comprises of seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Nields Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children 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; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*



### ► Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

### ► We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

### ► Our Vision and Values Statement

*The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.*

### Current Trust Academies and Designations

**Our mantra across our partnerships embraces the following themes:**

- G** Great teaching and learning opportunities for all in the partnership
- R** Real life opportunities to develop an understanding of the wider world
- E** Enthuse a love of learning and mutual respect
- A** Academic development to nurture potential for all
- T** Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



**GREAT HEIGHTS**  
ACADEMY TRUST  
*Achieving excellence together*



**MARSDEN**  
JUNIOR SCHOOL



**NIELDS**  
ACADEMY



**BOWLING GREEN**  
ACADEMY



**RAYNVILLE**  
ACADEMY



**CARLINGHOW**  
ACADEMY



**THE GREETLAND**  
ACADEMY



**COLNE VALLEY**  
HIGH SCHOOL



**THE MIRFIELD**  
FREE GRAMMAR



**WEST VALE**  
ACADEMY



**English Hubs**  
Teamworks English Hub  
@ The Greetland Academy



**Great Heights**  
Research School  
West Yorkshire  
Supported by the Education Endowment Foundation



**AA Teamworks**  
WEST YORKSHIRE SCITT



## JOB DESCRIPTION

<b>Position:</b>	Data Officer
<b>Department:</b>	Data
<b>Pay range:</b>	Grade 8
<b>Responsible to:</b>	SLT Link

### Statutory Requirements

- It is aligned to the [Local Government Terms and Conditions](#), set out in the statutory guidance.

### Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

### PURPOSE OF THE POST:

To provide comprehensive administrative support with regard to Data, Target Setting and Reporting Systems

### KEY AREAS:

1. Data Analyst
2. Reports
3. Exams
4. Miscellaneous

### DUTIES AND RESPONSIBILITIES:

#### 1 Data Analysis

- 1.1 To collect and collate all school data relating to examination performance and outcomes at KS3, KS4 and Sixth Form, including other school performance measures.
- 1.2 To use appropriate software packages to analyse all performance data according to given requirements.
- 1.3 To provide information about performance in suitable formats for given audiences: governors, senior team, faculty and pastoral staff, OFSTED, LA and parents/carers.
- 1.4 To use Arbor Assessment Manager to maintain the whole school assessment data base.
- 1.5 To keep up to date in developments and changes in the operation of specialist database software.
- 1.6 To input, analyse and present the school prior attainment data appropriate for audiences, eg graphs, VA, set lists etc.
- 1.7 To provide student data in suitable format for tutor/teacher-student action planning and target setting.
- 1.8 To provide value added analysis of student performance for teaching groups at GCSE and Sixth Form.



## **2 Reports**

2.1 To ensure that the 'Achievement Report cycle' procedures follow the prescribed timetable set out in the school calendar.

2.2 To prepare student reports for parents.

## **3 Exams**

3.1 To support the Exams Officer during pressure points in the academic year.

## **4 Miscellaneous**

4.1 To ensure that you take care of your own Health and Safety and that of your colleagues in-line with the Academy's Health and Safety policy.

4.2 To undertake any other duties as may reasonably be required by your Line Manager.

4.3 To play a full part in the life of the Academy community supporting its distinctive mission and ethos actively promoting its policies and practices.

4.4 To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and other similar events as appropriate.

4.5 To work as a member of a designated team and contribute positively to effective working relations within the school by attending all appropriate meetings.

4.6 To engage actively in the Performance Management Review process.

4.7 To participate in the school's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and the Academy Development Plan.

4.8 To carry out your duties in accordance with the Academy's Equal Opportunities policy.

## **Safeguarding**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

## **Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Person Specification:** Data Officer**Key to identification:** A = Application I = Interview R = Reference

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Level 4 qualification (or above) and 5 higher grade GCSEs (or equivalent) including English and Maths	✓		A/I
Degree		✓	A/I
<b>Experience and Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Experience managing data systems and analysis	✓		A/I/R
Experience working with management information systems	✓		A/I/R
Experience working in an education setting		✓	A/I/R
Experience of managing data in a school		✓	A/I/R
Proficient in the Microsoft Office suite	✓		A/I/R
Experience of working with Microsoft Excel for data analysis	✓		A/I/R
Experience of GDPR regulations	✓		A/I/R
Experience of delivering administrative tasks, including fielding enquiries, preparing correspondence, data inputting and record keeping	✓		A/I/R
<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Ability to manage workload and prioritise tasks to meet deadlines, using initiative and being proactive	✓		A/I/R
Excellent organisational skills	✓		A/I/R
Ability to be clear and assertive whilst remaining calm, composed and tactful	✓		A/I/R
Strong communications skills, both written and verbal, including the ability to vary content to suit different audiences and channel	✓		A/I/R
Ability to work flexibly and support the work of others as required	✓		A/I/R
Meticulous attention to detail and accuracy	✓		A/I/R
Excellent customer service skills, with a “people and service” ethic	✓		A/I/R
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>



Process driven, target orientated and demonstrates responsibility	✓		A/I/R
Enthusiastic, adaptable, pro-active and ability to use initiative	✓		A/I/R
Calm, efficient, and polite manner, able to work under pressure without losing these qualities	✓		A/I/R
Ability and desire to work as part of a team	✓		A/I/R
Willingness to learn to new skills	✓		A/I/R
An understanding of safeguarding principles and practice		✓	A/I/R
A positive attitude towards education and young people	✓		A/I/R
Diplomatic, discreet and able to maintain strict confidentiality	✓		A/I/R

## ► Reasons to work at The Mirfield Free Grammar / Great Heights Academy



### A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



### Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



### Career Opportunities

Career opportunities across the MAT.



### Cycle to work scheme

Tax free cycle scheme.



### Holiday package

The Trust provides staff with a generous holiday entitlement.



### Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

