



RECRUITMENT INFORMATION PACK DATA MANAGER

Atherton Way
Brigg
North Lincolnshire
DN20 8AR

RECRUITMENT INFORMATION PACK

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July 2017

Dear Applicant

Post – Data Manager

Thank you for your interest in the post of Data Manager at The Vale Academy.

We are a high performing academy in the top 25% of schools nationally. Outcomes for our students are consistently above national and local averages.

The Data Manager post is a key role within our administration team. Our current data manager works closely with an Assistant Principal to ensure the smooth and effective processing of data across all aspects of the academy.

This is an exciting time to join the academy; in March 2013 Ofsted judged the academy to be good overall and outstanding in leadership and management and behaviour and safety. Our goal is to be outstanding overall and we are well on our way towards achieving this. In addition, we moved into our new academy building in January 2017. This provides state of the art facilities for staff and students as well as a modern and comfortable learning environment.

At The Vale Academy all staff work extremely hard as a team to provide excellent, high quality education for all our young people. We have high expectations of all our students; we know them very well and are therefore able to tailor learning and support to meet individual needs, ensuring students reach their full potential.

The Vale Academy is a vibrant environment in which to teach and work; we are extremely proud of our academy and our students' achievements. If you feel you share a similar ethos, and would like to be part of our team, then I would encourage you to apply for the position.

Please find enclosed an application form, job description and person specification.

Should you decide to apply for this post, please look at our website and carefully read all of the accompanying information. **The closing date for receipt of applications is Thursday 31st August 2017 at 12 noon.**

I wish you every success with your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'N Williams'.

Nicola Williams

Principal

Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve.

You can find out more details about Delta and our academies at **www.deltatrust.org.uk**

Delta Academies Trust - Our Vision and Values

Our vision is based on the values and the principles of Delta Academies Trust. Our academies will:

- Change children's and young people's lives for the better, providing them with the skills, knowledge and understanding to be successful throughout life and contribute positively to their communities.
- Place learners at the heart of everything we do and ensure that we promote social responsibility, honesty, integrity and caring for others.
- Deliver outstanding academic outcomes for all pupils and students and engender in them the confidence and aspiration to be successful.
- Create a generation of young people who care about their environment and recognise that they can shape the future through their own actions.
- Recognise and appreciate the different beliefs others hold but will promote British Values and encourage active citizenship, promoting social cohesion.
- Promote scientific enquiry and the development of analytical thinking skills that enable pupils and students to question the world around them and evaluate received wisdom.
- Celebrate human creativity and the enrichment Arts bring to our lives and community.

Why work for Delta Academies Trust?

- You will be joining a team that is committed to changing lives through transforming educational outcomes. A Trust **highly committed** to ensuring that you benefit from high quality development and training.
- You will work alongside professionals in a fast-paced and **dynamic environment**.
- You will develop your skills alongside **like-minded colleagues**.
- Each of the Delta academies is committed to a climate of **mutual support** and **partnership** and to working closely with each other.
- **Career Development** - Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include Ofsted training, safer recruitment, pediatric first aid and Evolve training. We also have a clear strand of Teaching and Learning CPD and an innovative and exciting Leadership and Development programme.
- **Pension** - Every employee of Delta Academies Trust has access to a pension scheme.
- There is a **Cycle to work scheme**
- **Work-life balance** - We aim to be a 'best practice' employer. We understand that our employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality staff.
- **Child care vouchers by Sodexo** - Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.
- **Tech Salary Sacrifice Scheme** - this gives employees the opportunity of having the latest technology and the cost directly deducted from their gross monthly salary, saving on Tax and National Insurance Contributions.

The Application Process

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at www.deltatrust.org.uk

Completed applications should be returned to jobseast@deltatrust.org.uk or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>



DATA MANAGER
Permanent / Full Time / Term Time only
Grade F £21,268 to £23,398 pro rata
To start as soon as possible

We require a Data Manager to join our well-respected and successful Academy. We are seeking to appoint an energetic and hardworking person who will:-

- have excellent ICT skills
- have an ability to analyse data and present information in a clear format
- have proven skills of working with spreadsheets
- be able to work independently to tight deadlines

We look forward to you joining our dedicated and supportive team.

Visits to the Academy are welcome. Please contact Kathryn Tucker 01652 294511.

Closing Date: Thursday 31st August at 12 noon
Interviews: w/c 11th September

An application pack can be downloaded from
<http://recruitment.deltatrust.org.uk/>

or by contacting our recruitment team on
0345 196 0095 or by email to jobseast@deltatrust.org.uk

The Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced DBS Disclosure.

Job Description

Post: Data Manager
Salary: Grade F (pt.23-26)
Hours: TTO (38 weeks)
Responsible to: SLT Line Manager

Purpose of the job:

To co-ordinate all aspects of information and data management, including preparation of timetables and maintenance of student and staff records in order to ensure the availability of accurate and meaningful data.

Responsibilities and accountabilities:

1. To develop data management and storage systems, in order to ensure data is up to date, accurate and accessible.
2. To play a key role in the development of efficient and reliable data gathering systems and procedures.
3. To provide appropriate staff training and guidance in the use of the academy's data management system.
4. To assist with data analysis, using SIMS modules as appropriate.
5. To develop and manage the academy's reporting system, to design report layout.
6. To assist staff whilst using the software and resolve any issues with the software publishers.
7. To use product knowledge and expertise to contribute to the development of the whole academy timetable.
8. To work with SLT to co-ordinate the provisions of accurate timetables for students and staff at the start of the academic year, to publicise these in school and to be the key person to resolve problems and amend timetables throughout the year, taking into account staff and student turnover and group changes.
9. To take general responsibility for the smooth administration of the academy timetabling system.
10. To be responsible for the completion and submission of complex forms, returns, statistics and data analysis etc. for the academy and Trust, including those to outside agencies, e.g. DfE, and to investigate and resolve related queries to ensure that data is correct.
11. To liaise with, provide information for and process data from outside agencies.
12. To be responsible for monitoring information within 'Assessment Manager', producing reports when required.
13. To liaise with departments and provide information and to design and produce class and student reports.
14. To produce, collate and arrange distribution of reports.
15. To establish and maintain records and to design mark sheets for data input and to produce termly reports, liaising with SLT.
16. To ensure data is collected and transferred as appropriate.
17. To produce mark summary sheets to appropriate staff and to provide analysis of data when required.
18. To undertake year-end routines relating to leavers and admissions.

19. To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns.

20. To comply with the Academy policies and procedures at all times.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

This job description may be subject to change, following consultation between the post holder and the Academy.

Personal Contacts

External: Contractors, suppliers, parents and external agency professionals

Internal: Students, staff, EAB members, parents and any other visitors to the academy

PERSON SPECIFICATION

Data Manager

	Essential	Desirable
QUALIFICATIONS		
GCSE in both Maths and English grades C or above (or equivalent)	*	
Recognised and relevant vocational qualification (NCQ level 3) and/or equivalent practical work experience	*	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	*	
EXPERIENCE & KNOWLEDGE		
Experience of working in a school environment	*	
Previous experience of working with and interpreting data	*	
Experience within a supervisory role		*
SKILLS		
Excellent communication and listening skills	*	
Excellent relationships with staff and students	*	
Ability to respect and maintain confidentiality	*	
High levels of accuracy and attention to detail	*	
Working knowledge of standard computer packages (word processing, email and spreadsheets)	*	
Knowledge of computerised student information and assessment systems	*	
Efficient and effective organisational skills	*	
Ability to respect and maintain confidentiality	*	
Ability to work independently or as part of a team	*	
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS		
Commitment to self and team development	*	
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*	
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*	
A professional responsibility to promote and safeguard the welfare of children and young people	*	
The post holder will require an enhanced DBS	*	