**Data And Office Manager**

**Salary:** Grade 8, SCP 28-33 £31,365-£35,745

**Actual Salary:** Grade 8, SCP 28-33 £28,040-£31,955

**Working hours:** 37 hours per week, term time only plus 10 days

**Contract type:** Permanent

**Start date:** 1st January 2024

Woodhey High School are seeking an inspirational colleague to join our Business team as Data and Office Manager. In this role, you will support our Strategics Operations Manager in managing the Business team and take a lead on the school’s strategic approach to data, examinations and cover. Your role is integral in supporting colleagues across school to have data at their fingertips, in a user-friendly way, to allow them to support our students to achieve greatness.

The successful candidate will be:

* Lead the school’s cover arrangements, making sure they are efficient, cost-effective and support the smooth running of the school
* Lead the school’s examinations team and ensure students can achieve as highly as possible in a calm and purposeful environment
* Assist the school’s Strategic Operations Manager in the line management of a high-performing and cohesive Business Team
* Lead and innovate on the development of the school’s data practices to ensure data drives school improvement

**This is an exciting time to join #TeamWoodhey!** We are on a real journey of improvement, taking rapid action to make our school the centre of excellence our students deserve. Everything we do is underpinned by our values of Respect and Excellence, and putting students at the heart of what we do. We equip staff with the knowledge, skills and support to flourish in their roles through our Staff Pledge and welfare package. Teachers and students are equipped with an iPad, to support responsive teaching and allow our students to flourish. We are already seeing the impact of our changes, having seen our students achieve the best results in the school’s history in 2023. Do you want to be a part of our exciting team on this exciting journey? Contact us to arrange a visit or complete the application form; we cannot wait to hear from you!

**All candidates are required to provide a supporting statement on the formal application forms which states clearly your reasons for applying, skills and experience for this position.**

**Shaw Education Trust** are a thriving mix of diverse and growing schools including Primary, Secondary and Special Schools all working together to improve the lives of young people in our communities. We are sponsored by Shaw Trust a charity organisation that focuses on transforming lives. Our schools span from Birmingham to Bury, meaning that we can support students from all walks of life, no matter their background or socioeconomic status. In doing this, we can help ensure all children are able to access a high standard of education, with all being treated equally.

In our secondary schools, we pride ourselves on our innovative approach to curriculum design, to ensure all our schools have breadth and ambition for all students, regardless of their starting points and barriers. Standard curriculum models don’t always engage all students, so we constantly seek to innovate and provide better opportunities to develop both knowledge and skills for life. We want our students to believe their curriculum is bold, exciting, purposeful, and ultimately leads to something meaningful for them. Some examples of our innovation include moving towards an extended school day, to provide a world class enrichment programme and more opportunities for essential skills like reading and cultural capital. We are also introducing a vocational and technical pathways, which run through the normal school curriculum but attract support from leading employers and universities to develops work-readiness in our students, so that they can progress onto T Levels and apprenticeships.

We are currently at an exciting point in their evolution, with collaboration at the heart of our collective endeavour. We don’t operate in silos: we value the power of the pack and strive to collaborate as a collective, ensuring no school or colleague is left behind. We are currently co-constructing an aligned curriculum across all EBacc curriculum subjects, to create a world class curriculum, rich in powerful knowledge and skills. This is driving up standards through the sharing of the very best practice, whilst allowing each school sufficient flexibility for autonomy to do

what is right for their local context. A by-product of this approach has been the reduction in planning workload for colleagues, meaning they can spend more time on the things that matter and fostering strong relationships with students and delivery of the curriculum.

As a group of schools, we take an evidence-informed approach to developing the quality of our teaching and learning, learning from research and best practice in the sector. We value a non-hierarchical, supportive approach to developing great teachers. As a people-focused trust, we consider the professional development of our staff as a fundamental responsibility. Where any schools face any barrier, it has the mutual support of the others in sector to call upon for subject specific or general support, all facilitated by a group of servant leaders at trust level. Our Heads meet regularly and genuinely support each other in a non-competitive environment. We have team of directors with vast experience at headship, senior and middle leadership levels and our team of subject directors are supporting subject staff across the trust to design and deliver the very best curricula, providing subject specific pedagogical support.

Our secondary schools are currently driving ‘PedTech’ across the sector: we believe teaching and technology should go hand-in-glove and are passionately committed towards providing a fully digitally enhanced curriculum. We are very close to achieving full 1:1 device delivery and are sprinting towards better use of iPads in lessons to enhance the experience and learning.

**Shaw Education Trust offer the following benefits with your Teaching or Support Staff employment:**

* An excellent Local Government Pension Scheme (Support Staff) / Teachers Pension (Teaching Staff)
* **Support Staff only** based on working **full time, all year** - Generous holiday entitlement from your first day of employment (**37 days holiday** **rising to 39 days** after 5 years’ service including Bank Holidays)
* Access to health and wellbeing support via Occupational Health
* Cycle to work scheme
* Access to our Institute of Education and fantastic opportunities to help you **grow, contribute** and **flourish** in your role and in the Trust.

**Colleagues within the Trust benefit from:** Access to a full range of courses both in-house and professionally accredited. These courses include all of the National Professional Qualifications – NPQH, NPQSL, NPQEYL, NPQLL, NPQLT, NPQLTD, NPQLBC are all delivered by the Shaw Education Trust as a delivery partner for Ambition Institute. In addition, we provide access to the NPQEL for Executive Leaders.

* Experienced leadership and subject-specific support.
* Guidance from former HMIs and serving Ofsted Inspectors within the Trust.
* Access to the Trust’s Teaching School, Research School, Institute of Education and SCITT.
* Opportunities to work with different schools within the Trust as a Professional Advocate.
* Participating in peer reviews.
* Access to a suite of online courses.
* Placement projects within our family of schools.

Woodhey Highis committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, click here to review Safeguarding and Pupil Protection Policy <https://www.shaw-education.org.uk/our-trust/key-information>

This position is subject to appropriate vetting procedures including an online checks and criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

All shortlisted candidates will undergo an online search as part of Trust safer recruitment checks.

We are an Equal Opportunities employer and will ensure that all our recruitment and selection practices reflect this commitment.

**In accordance with our safer recruitment policy CVs alone will not be accepted.**

**Application deadline:** Friday 17th November at 9am

**Interview date:** To be confirmed

**We reserve the right to appoint before the closing date, therefore, we encourage early applications.**

Successful candidates will be subject to a fully Enhanced DBS check along with other relevant employment checks.