



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Data Administrator
Pleckgate High School



A message from the Headteacher

Thank you for expressing an interest in the position of Data Administrator at Pleckgate High School. This is a special opportunity for a member of staff who is interested in analysis, data and reports and is confident in using spreadsheets.

We are looking for a creative, well organised individual who enjoys using mathematics as part of this role, to join our team. The role will report into the Deputy Headteacher, who is responsible for curriculum, assessment and examinations

We are a large secondary school, part of Education Partnership Trust (EPT), situated on the northern outskirts of Blackburn with Darwen. Our school community is made up of 1350 pupils and 180 staff with excellent facilities to benefit both the school and local community. Pleckgate High School is a thriving multicultural community that places the best interests of young people at the heart of everything we do. We were delighted to be judged as 'Outstanding' in all areas by Ofsted in June 2024.

We are an ambitious school with high expectations for ourselves and our pupils. We are committed to providing excellent teaching and learning and we want all our pupils to be safe, happy and successful. In our Ofsted report in June 2024, our school was described as offering a "harmonious and supportive environment. Pupils learn the importance of being kind and respectful towards others". Every pupil at Pleckgate is encouraged to have ambitious goals and to work hard.

A copy of our full report is available from the school website.

We are proud of our achievements – our ambitious curriculum, our examination success, opportunities for pupils' personal development, our charity work and our community involvement. We are significantly oversubscribed and pupils achieve positive outcomes at Pleckgate.

We are a dedicated team of staff who work together to help pupils be successful and confident. We also offer opportunities for staff with an excellent professional development programme tailored to meet each member of staff's aspirations and ambition.

To apply for this post, please follow the instructions on the Vacancies page on our website. For visits to the school or any other information, please contact mwade@pleckgate.com



Mrs Aishling McGinty
Headteacher



**Education
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We are delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals

Job Advertisement

Data Administrator

Hours:	37 hours per week
Weeks Worked:	Term time + 3 weeks (41 weeks including inset days)
Start Date:	ASAP
Salary:	Grade F (SCP16-23) £28,282 - £32,076 (pro-rata)

Are you the sort of person that has a spreadsheet for everything? Do you love to pour over graphs and calculations when making decisions? Are you fascinated by mathematical algorithms? If the answer to these questions is yes, and you have a keen eye for detail and exacting standards then we would welcome your application.

The Job

- To lead on the collection, management, analysis and presentation of all pupil data regarding progress, attainment, attendance and behaviour
- To ensure that all data we hold is accurate, exhaustive and up to date
- To communicate effectively with all stakeholders regarding information we hold on the MIS (statutory and non-statutory returns)

What are the job requirements?

- Education to GCSE Standard at grades 9 – 5 for a minimum of 5 GCSEs including mathematics and English
- Degree level qualification within the field of mathematics, computer science or related subject
- Hold appropriate mathematical and ICT qualifications
- Proficient ICT skills and experience of using Microsoft Office packages, particularly Excel
- Experience of working with performance information, statistical analysis, management information or data collection
- Experience of preparing and presenting analyses (both statistical and narrative) for a range of audiences
- A good working knowledge of national expectations regarding school accountability measures and qualifications
- Experience of managing staff
- Experience of using SIMS, specifically the Assessment Manager module

Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

Closing date: 14th October 2024

Interview date: 17th October 2024

Safeguarding

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com.

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

Job Description

Data Administrator

Reports to: Deputy Headteacher

Grade: Grade F (SCP16-23) £28,282 - £32,076 (pro-rata)

Job Purpose

- To lead on the collection, management, analysis and presentation of all pupil data regarding progress, attainment, attendance and behaviour
- To ensure that all data we hold is accurate, exhaustive and up to date
- To communicate effectively with all stakeholders regarding information we hold on the MIS (statutory and non-statutory returns)

Key Responsibilities and Accountabilities

- Responsible for analysis of pupil performance information and to prepare reports on results of this analysis for the Headteacher, Trust Board of Directors, Senior Leadership Team, governors, subject leaders, other staff and external stakeholders
- Design and maintain systems for the collection, presentation and manipulation of pupil data regarding progress, attainment, attendance and behaviour
- Extract and maintain up to date records from all sources of external data regarding individual pupil characteristics and ability
- Source, select and use relevant published statistics, from local and national contexts
- Design and produce pupil reports for parents
- Set target grades for all pupils in line with clear protocols
- Be accountable for completing the termly school Census returns and supporting with School WorkForce Census
- Establish quality assurance procedures to ensure that data we hold about pupils is accurate and exhaustive
- Organise and prioritise the processing of assessment data in line with the school calendar to ensure the timely flow of relevant information
- Responsibility for the timely production of statutory returns to external bodies such as the Department of Education (DfE) and the Local Authority
- Lead on sharing academic data with our external partners
- Support with the design, administration and maintenance of the whole school timetable

- Administer the annual timetable and MIS promotion process
- Ensuring the immediate and wider teams in school meet deadlines and targets with respect to data entry
- Liaise with the IT Department regarding all technical aspects of the School's MIS e.g. implementation of new systems and/or modules, upgrades, maintaining users and accounts, troubleshooting issues
- In consultation with Senior Leadership, respond to educational developments, both strategic and operational, which have implications on data management including data security and integrity
- Keep abreast of new technologies and research through contacts with technology companies, professional organisations, reading of publications, and attendance of professional conferences
- Lead on the implementation and compliance of data protection (GPDR) policies as they pertain to information we collect, store and share on pupil achievement, behaviour and attendance
- Develop standard operating procedures and best practices with regard to ongoing maintenance and usage of the MIS and other packages, including providing written protocols and guidance to relevant stakeholders.
- Undertake other duties of an appropriate level and nature as and when requested by the Senior Leadership Team.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the Trust's safeguarding policy.

Note

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Person Specification

Data Administrator

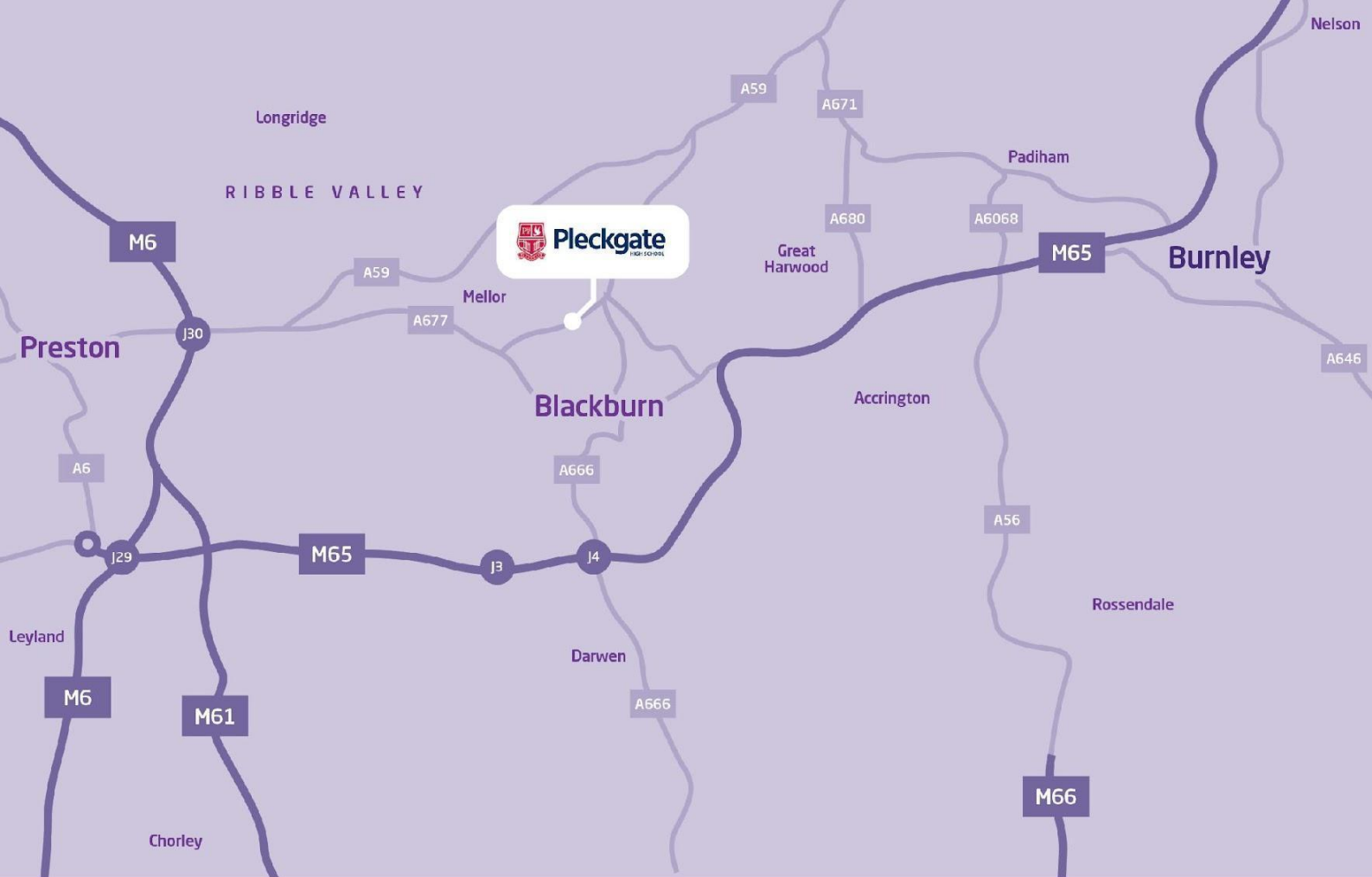
Reports to: Deputy Headteacher

Grade: Grade F (SCP16-23) £28,282 - £32,076 (pro-rata)

No	Categories	Essential / Desirable	App Form	Interview
QUALIFICATIONS & EXPERIENCE				
1	Education to GCSE Standard at grades 9 – 5 for a minimum of 5 GCSEs including mathematics and English	E	√	√
2	Experience of providing advanced analysis support for leadership teams.	E	√	√
3	Proficient ICT skills and experience of using Microsoft Office packages, particularly Excel	E	√	√
4	Degree level qualification within a relevant field	D	√	√
5	Hold relevant ICT and mathematical qualifications	E	√	√
6	Experience of working with performance information, statistical analysis, management information or data collection	E	√	√
7	Experience of preparing and presenting reports (both statistical and narrative) that interpret results and trends to a range of audiences	E	√	√
9	Excellent organisational and presentation skills	E	√	√
10	Experience of using SIMS, including Assessment manager modules or willingness to learn	D	√	√
KNOWLEDGE, SKILLS AND COMPETENCIES				
11	An ability to train other staff and deliver instructions to support their role with data	D	√	√
12	Collecting relevant Information and monitoring timescales and deadlines	E	√	√
13	A good working knowledge of national expectations regarding school accountability measures and qualifications	E	√	√
14	To demonstrate confidentiality at all times	E	√	√
15	High levels of attention to detail and accuracy at all times	E	√	√



16	Effective time management and ability to prioritise	E	√	√
17	Ability to see event management through from start to finish, managing time and tasks effectively	D	√	√
18	Ability to communicate effectively, both orally and in writing	E	√	√
19	Ability to create, lead and develop systems to ensure best practice to report whole school data effectively	E	√	√
20	Ability to problem solve in response to queries from SLT and subject leaders and to be able to make informed decisions	E	√	√
21	Ability to make innovative decisions independently when appropriate	E	√	√
PERSONAL QUALITIES				
22	To remain calm under pressure and have a professional approach at all times	E	√	√
23	To demonstrate a solution focused and 'can do and will do' approach	E	√	√
24	To demonstrate initiative	E	√	√
25	Flexibility and a willingness to undertake varied responsibilities working alone or as part of a team	E	√	√
26	Ability to work on own initiative	E	√	√
27	An organised and thorough approach to work	E	√	√
28	Excellent interpersonal skills	E	√	√
29	To have a drive of personal development and eagerness to learn new things	E	√	√



Contact

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An Education Partnership Trust School