



Lord Grey Academy

Lord Grey Can



DATA OFFICE MANAGER

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





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Welcome from the Associate Principal

Thank you for your interest in working at Lord Grey Academy.

Lord Grey Academy is a diverse and vibrant learning community where students develop skills in, and beyond, the classroom to ensure they flourish.

We ensure that every student has access to an outstanding education and is given the best life opportunities. We create a positive atmosphere, an “I can achieve anything” attitude through our core values and motto, Lord Grey Can!

Lord Grey Academy focuses on knowing each of our students and their individual needs, and by developing purposeful and personal relationships, guide them to achieve their potential. It is our belief that engagement with parents and external agencies are invaluable. The success at Lord Grey stems from pastoral care. Our dedicated non-teaching pastoral team ensures all students are valued and included. Students at Lord Grey build close relationships with fellow peers and staff and enjoy being part of a close community.

The behaviour and attitudes of our students is very positive and we are proud of our students and the kind and caring attitudes to each other that they display. This ensures an environment in which learning is good and better for everyone.

We are relentless in our pursuit of excellence with a focus on academic rigour with compassion. We insist on outstanding behaviour within a harmonious and respectful culture, where students feel happy and safe. We encourage our students to become confident and ambitious young adults, balanced by compassion and respect for others.

Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become reality.

Lord Grey became an Academy in April 2018 and joined the Tove Learning Trust. We are on a rapid journey of school improvement as we seek to provide even better outcomes for our students. The support and challenge provided by the Trust is key to this. Lord Grey Academy has quickly become the school of choice in the local area and parents' trust and belief in what we do is high; we are oversubscribed in all year groups.

We think that working at Lord Grey Academy is a great choice. There are opportunities for growth and development and our CPD programme is appreciated by staff and recognised externally as being high quality. The staff team support one another well and there is a strong sense of community within the Academy. We are also very focussed on reducing unnecessary work burdens for our staff and in promoting a healthy work life balance.

We hope that by reading this application pack and browsing through our website, you will be encouraged to apply to work here at Lord Grey. We encourage pre-application visits or telephone conversations to discuss any aspect of the job or anything else about the Academy that you would like to know.

We look forward to meeting you.

Samantha Satyanadhan
Associate Principal

Jim Parker
Executive Principal





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Advertisement

DATA OFFICE MANAGER

Permanent

Hours of Work 8.30am – 4.30pm (4.00pm on a Friday)
37 hours per week
41 weeks per year
(38 term time weeks, training days and 2 further weeks)
Tove Learning Trust Band J - £31,895 - £35,336

Actual annual starting salary: £28,803 per annum

For September 2022 we require an ambitious, highly motivated and organised person to become our Data Office Manager. The successful candidate will have a superb knowledge and an eye for detail to lead on data management, assessment, school data compliance and reporting locally within the school and the statutory returns to the DfE. The ability to pick up other data related educational software very quickly is essential.

This post will suit an ambitious and flexible person looking to use their data knowledge and experience to further their career in the education sector.

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website: <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right-hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am on 31st August 2022.

Only successfully short listed candidates will be contacted.

Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT. Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.

Tove Learning Trust

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check.





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JOB DESCRIPTION

Role: Data Office Manager
Responsible to: Director of Data
Based at: Lord Grey Academy, Milton Keynes
Hours: 37 hours per week, 38 term time weeks, plus 5 training days and 2 further weeks
Grade: Grade J, points 27 to 31

Job Context

Lord Grey Academy is a large secondary Academy in Milton Keynes with approximately 1500 students and 180 staff. The Data Manager manages the Data Office Team which includes the Data Team, Exams Team and the Registrar. The post holder is a support staff middle leader and assists in the development and implementation of all data and record management systems within the school.

Key Responsibilities

- To manage and ensure all statutory requirements are met such as Census, Table Checking, GDPR, SAR, FOI requests.
- To manage, develop and advise on the data systems and processes that track students' academic progress and ensure the trust's reporting requirements are met.
- Provide the immediate and extended school community with relevant, accurate and timely management information and analysis to support individual learning.
- To prioritise, devise and deliver training to all relevant staff, students and parents on key data and functions including leading on student data related GDPR requirements. This may also include sharing best practices across the trust.
- To effectively line manage, direct and support the Data Team.
- To oversee the exam arrangements for the school and line manage the Exams Manager.
- To oversee the student record arrangements for the school and line manage the Registrar.
- To deploy appropriate administration support as priorities dictate across the year.
- To maintain a high standard of regulatory knowledge to assist school leaders in new requirements and initiatives the government implements.

Job Description

Data Collection, Analysis and Intervention

1. To facilitate a whole school approach to the management and use of assessment and associated data and manage its collection and input into SIMS, Go 4 Schools and similar systems.
2. Working with the Director of Data processes all school reviews and the results of all internal and external assessments, developing systems as required and presenting new ideas and developments to the Leadership Team (LT).
3. To produce the outcome of review weeks, reports and progress reviews in the required format and to oversee the production and distribution of these documents according to the agreed schedule. Ensure the quality, accuracy & consistency are to a high standard and that all deadlines are adhered to.
4. Following the trust guidelines, extract and provide analytical data from the system, particularly after each exam series, internal assessment or review and take to LT, middle leaders and staff in order for a full evaluation of performance to take place.





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5. Be available the day before exam results day in school, to download data, and produce informative spreadsheets and reports for the LT and FLL's.
6. To advise the Director of Data on the development of templates, reports and spreadsheets to provide comprehensive and informative tracking reports relating to student progress.
7. Ensure the data can be used as tools for targeted intervention, comparing our results to national indicators such as FFTD, ALP's, CAT's and similar ensuring that all school indicators are maintained and kept up to date.
8. Manage and ensure main school and post-16 information for School Census is accurate and up to date (student enrolment data and course membership)
9. Liaise regularly with the post-16 team on Sixth Form data issues.
10. To maintain systems for and to administer and maintain KS5 targets.
11. With the Director of Data analyse, communicate and facilitate the data that is generated using discretion to develop systems or presentation as necessary to assist in the AM process.
12. Liaise with a wide cross-section of school personnel to ensure that accurate assessment data is collected to track student progress and produce reports.
13. Manage the GDPR, FOI and SAR school process and databases. Develop and improve processes to enhance the training and knowledge of staff with the Director of Data and Business Manager.
14. Maintain your knowledge of changes in legislation and regulatory requirements.
15. Understand new indicatives' and provide a proactive role in the implementation of ensuring data processes and evidence are in place for auditing (e.g. National Tutoring programme)
16. Link with other schools inside and outside the trust to share best practise and be pro-active in the process of self-improvement and CPD.
17. To be interested in, and research about, national changes to school data systems, policies and protocols, to ensure that one stays alert to such changes
18. To deputise for the Leadership Team member with responsibility for data in their absence in terms of dealing with direct queries from staff

Training

19. Working with the Director of Data to manage, prioritise and deliver training to staff on data entry and analysis, particularly on how to extract and interpret their own school data.
20. Support parents and governors to access relevant student data online on a face to face, online or small group basis and to deepen their understanding of the processes used in school.
21. To support and train the Leadership Team member with responsibility for data in the design, maintenance and development of G4School Assessment, designing and/or modifying templates and reports, aspects, grade sets and result sets for the purposes of recording and reporting student assessment data
22. Ensure all relevant staff are trained in how to use Go 4 Schools to support the use of data in their working day.
23. To support and assist the Leadership Team member with responsibility for data in the provision of student data and associated analysis.
24. To support new or more junior staff in the teams in terms of encouraging their knowledge, development and skills.

Exam Support & Management

25. To have an oversight of the work of the exams team and provide support and guidance to meet the exams statutory requirements.
26. Deputise for the Exams Manager in their absence to provide resilience and ensure the quality and provision of the exam processes are not compromised.
27. Have enough knowledge of the Exam team roles to ensure sufficient job shadowing is in place to protect the students and the school against disruption and penalties and ensure that critical tasks can be covered by others as required.





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Registrar Support & Management

28. To oversee the work of the Registrar and provide support and guidance on the processes of maintaining student records as per government guidelines.
29. Ensure resilience is in place to deputise for the Registrar in their absence.
30. Have sufficient knowledge of the school admission process, maintenance of records and leavers process to ensure streamlined and joined up processes are established and maintained across the school.

Other

31. Be willing to participate in development and training opportunities.
32. Ensure the implementation of the school's Equalities, Safeguarding and Child Protection Policies.
33. To comply with any other reasonable requests from the Principal when there are exceptional circumstances.
34. To observe all school policies, procedures and working practices.
35. To contribute towards the delivery of high-quality education for all students.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.





PERSON SPECIFICATION

Education and Qualifications	Essential	Desirable	How evidenced
Educated to NVQ Level 3 or equivalent	✓		A
Relevant professional qualification		✓	A
Evidence of Continued Professional Development		✓	A
Experience of networking with colleagues to meet the needs of own professional development		✓	A
Knowledge & Experience	Essential	Desirable	How evidenced
Experience of working confidential information	✓		A I
Three years' experience of an administrative role, either in a school or busy/demanding office	✓		A R
Confident and capable of using a range of software packages, in particular Excel	✓		A I
Experience of line management	✓		A I
Use of SIMS or other internal databases		✓	A I
Working with support providers to develop reports/information specific to the requirement of the organisation		✓	A I R
Personal attributes and skills	Essential	Desirable	How evidenced
Approachable	✓		A I
Adaptable	✓		A I
Forward Thinking	✓		A I
Creative and flexible	✓		A I R
Good Team-worker	✓		A I
Responsive to needs of all levels of staff	✓		A I
Excellent management, organisational and interpersonal skills	✓		A I R
Ability to prioritise own workload and that of others in order to meet deadlines	✓		A I
Ability to produce accurate information and attention to detail	✓		A I
Ability to communicate effectively in writing and orally to a range of audiences	✓		A I
Understanding of promoting positive relationships within the wider school community	✓		A I
Work in accordance with the Trust's values and behaviours	✓		A I
Sound judgement and decision maker – confident in using own initiative	✓		A I
Eligible to live and work in the UK	✓		A I
Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust	✓		A I
A commitment to continuing personal development and training	✓		A I
A commitment to safeguarding and promoting welfare of children and young people	✓		A I R

A – Application form I – Interview R – Reference





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Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Our staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy Academy environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Internal Intranet where all information is one place and data dashboards to support analysis of data
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Associate Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.





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How to apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/> Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 1 side of A4.

