



TheNorth
school

Data Officer
INFORMATION



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Dear Applicant

Thank you for showing an interest in the post of Data Officer at The North School. This is an extremely exciting time to join The North School on its journey to be outstanding. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

The North School achieved excellent exam results in 2022 and as part of Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team.

The successful candidate should possess a willingness to play a full part in the life of the school with regard to supporting our excellent student support team. As a key member of the team you will keep abreast of developments in your areas and think creatively and constructively to ensure students, staff and visitors receive the highest standard of support. The successful applicant will be adaptable, efficient, able to work on their own initiative, have the ability to work methodically with accuracy and attention to detail, be able to understand the full range of duties associated with the role and possess a confident, friendly manner. I want The North School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

Yours sincerely

MRS CLAIR ELLERBY
Headteacher



JOB DESCRIPTION



Job Title: Data Officer
Grade: SAT D
Responsible to: Headteacher

Purpose of the Job:

To provide efficient and effective organization of the school's data assessment, reporting, recording systems.

Key Accountabilities:

- To maintain and update Bromcom and other assessment records to ensure that all assessment data held on students is accurate and complete.
- To be responsible for the day to day operations of Bromcom database, including maintenance, system updates and back-ups.
- To plan and coordinate the school annual calendar for data recording and reporting in conjunction with the headteacher.
- Liaise with teaching staff to ensure data recording is undertaken in a timely manner, investigating missing data/anomalies and supporting staff with queries relating to data and assessment recording.
- Set up and manage systems for tracking the progress of students at each key stage / subject area.
- Collate, monitor and summarise data to identify patterns / trends in student attainment supporting the Headteacher / Senior Leadership Team in the analysis and interpretation of information.
- Devise and produce routine and adhoc reports on student progress and attainment for individual students and cohorts of students for review by the Headteacher and Senior Leadership Team.
- Prepare annual / termly reports for parents on the progress of all the students in the school – collating assessment data for inclusion.
- To ensure that assessment data relating to new students is complete, accurate and imported onto school systems – liaising with feeder schools where required. To ensure that assessment data for school leavers is shared with destination schools as required.
- To provide base data for Swale Academies Trust, Local Authority, DfE and other agencies, completing the school census and other statistical returns.
- To identify improvements that can be made to data recording systems and / or processes and implement as required.
- Provide training to staff on the use of Bromcom and completion of other assessment records.

Other Duties and Responsibilities:

In addition all members of the school community are expected to:

- Display a commitment to child protection and safeguarding. Reporting to the Head of School any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety, welfare and security, confidentiality and data protection, reporting all concerns to the appropriate person.

The main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required as directed by the SLT.

PERSON SPECIFICATION



Qualifications	Essential / Desirable
NVQ Level 3w	E
Bromcom net database qualification	D
Experience	
Proven administration experience.	E
Proven experience in use of Google Suites and / or MS Applications including Word, Excel, Powerpoint and Access.	E
Experience of data gathering, reporting and analysis – preferably in a school setting.	E
Experience of working in a school	D
Experience of using assessment Modules in Bromcom or other school systems.	D
Skills & Abilities	
Ability to work in an organised and methodical manner.	E
Ability to forward plan, prioritise and meet deadlines.	E
Attention to detail and ability to maintain accurate records.	E
Ability to summarise, analyse and interpret numerical data to identify issues / trends and patterns.	E
Ability to manipulate data to produce written / numerical and graphical reports.	E
Ability to develop and review systems of work.	E
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Ability to take personal responsibility for organising day to day workload.	E
Ability to work effectively and supportively as a member of the school team.	E
Knowledge	
Demonstrate a basic understanding of the work of a school.	E
Demonstrate a good understanding of school data and assessment recording / reporting requirements.	E
Demonstrate an understanding of confidentiality and child protection issues in a school setting.	E

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Jo Manning
The North School
Essella Road
Ashford
Kent
TN24 8AL

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS
COMPANY NUMBER: 07344732