



Job Advert

JOB TITLE:	Data Officer
CLOSING DATE:	9am Monday 7 th April 2025
START DATE:	June 2025 or earlier
SALARY:	£30,911 to £34,554 + Local Government Pension Scheme
LOCATION:	Oasis Restore Secure School in Rochester, Medway, Kent.

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- ***Are you passionate about transforming the lives of the most vulnerable children?***
 - ***Do you want to be part of our new secure school, the first of its kind?***
 - ***Can you see yourself playing a key role in data capture, analysis and reporting that has an impact on the youth justice sector at a national level?***
 - ***Could you bring an attitude of meticulous attention to detail and a tenacity for accuracy and completeness?***

We are offering an exciting opportunity for someone with experience in data administration, analysis and reporting to join the team at Oasis Restore, the first secure school in England.

Oasis Restore represents a revolution in youth justice: an opportunity for children within the criminal justice system to live and learn in a restorative environment that creates the potential for them to thrive in the future. The school can accommodate up to 49 boys and girls across 12 student-style flats and offers an intensively aspirational and therapeutic environment for children remanded or sentenced within the criminal justice system. It is dual registered as a 16-19 Academy and Secure Children's Home.

The role and what we are looking for

Your role as Data Officer is crucial to developing and providing accurate and reliable data analysis and reporting to the leadership team, trustees, and external agencies. You will play an important role in evidencing the care provided to students. You will support analysis used to evaluate the impact of the work at Restore and to develop practice to ensure we achieve the highest quality standards in line with the Children's Homes Regulations and Guidance, the Social Care Common Inspection Framework and Ofsted Education Inspection framework. You will be a key member of the team, dedicated to proving the concept and practice of a secure school as part of a revolution in youth justice.

The Data Officer reports to the Head of Data and works closely with the Leadership Team who are accountable for the school's outcomes and standards. Working alongside a team of specialists within education, care, and health, you will support on aspects of data collection and analysis.

You will be someone who cares about accuracy, reliability and improving processes, with an appreciation of how day-to-day details affect the bigger picture, particularly in a data-recording context. You will also understand how data can be used to benefit practice, as well how your work contributes to improving wider systems by informing a new policy initiative.

The school is in the early stage of its development and data collection methods and reporting procedures are continually under review; you will be comfortable following set procedures, improving existing and generating new solutions. You will be adept at working within a routine as well as displaying flexibility in the midst of changing priorities and developing procedures.

Our Secure School

Oasis Restore is the UK's first secure school that is a proof-of-concept policy initiative funded by the Ministry of Justice (MoJ). Oasis Restore's mission is to transform the life chances of children aged 12-18 years in the criminal justice system through delivering psychologically informed, integrated practice that centres on trusted, safe relationships between staff and children. Oasis Restore is a learning community with education at its core that embeds hope, stability, and opportunity for children beyond the secure school. To read more about us please visit our website www.oasisrestore.org.

Our offer to you

As a newly established subsidiary of the Oasis Charitable Trust, you enjoy the benefit of being part of a national organisation that aims to support all staff to reach their full potential and a once in a lifetime opportunity to create, develop and grow a new collaborative and innovative values-based organisation.

- A mixture of one to one and group reflective practise, coaching & supervision sessions as well as regular line management.
- Experience an Appraisal policy that decouples pay and performance.
- An elected staff forum to listen to, and act on, staff feedback
- Access to the Local Government Pensions Scheme (a competitive, defined benefit pension scheme)
- Subject to meeting basic eligibility criteria, be entitled to up to 8 weeks full-pay and 18 weeks half-pay paid maternity/adoption/shared parental leave (based broadly on the NHS Employers scheme).
- Subject to meeting basic eligibility criteria be entitled to up to 3 weeks fully paid paternity leave.
- Paid time off to attend antenatal appointments (those staff who are either pregnant or whose partner is pregnant)
- Have a structured and bespoke induction training plan
- Receive sick leave and pay (based broadly on the length of service in the national 'Green Book' framework) from Day 1 of employment.
- Up to 5 days discretionary paid compassionate/emergency/general leave plus further discretionary unpaid leave
- Blue Light Card (subject to meeting their eligibility criteria)
- Up to 4 weeks paid parental bereavement leave plus up to 5 days paid bereavement leave for the death of other specified close relatives.
- Expenses and travel costs incurred as part of the working day (as appropriate, not including travel to work)
- Access to an eye care vouchers scheme, season Ticket Loans, a cycle to work scheme and free car parking.
- Access to our EAP and Health Cash Plan Scheme from 1st May 2025 .

What are you waiting for? Apply today

Make sure you download the application pack and fill out our application form along with the Equal opportunities form* and submit both documents to recruitment@oasisrestore.org before the below deadline.

Please email us at recruitment@oasisrestore.org to arrange a confidential phone call.

Closing Date: 9am Monday 7th April 2025

Interview Dates: Tuesday 22nd April 2025

We reserve the right to bring forward the closing date for applications and interviews where interest and applications received are of high quality or quantity. Therefore, we encourage early applications.

If you have not been invited to attend interview by 5pm on Friday 11th April, you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

Safeguarding and Pre-Employment Checks

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks including references and right to work checks. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

This post is also covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Equality, Diversity, and Inclusion

At Oasis Restore we recognise that our team is strengthened by the knowledge, experience and insights people from a wide range of backgrounds can bring. These beliefs and values are underpinned by decades of work and experience that Oasis has had in a wide range of sectors including education, housing and youth-work supported further by a wide range of independent research and studies elsewhere which evidence that creating teams with diverse experience and perspectives, and encouraging healthy debate, reduces the risk of 'blind spots' that often form barriers to success. Oasis Restore aim is to attract and retain the very best diverse talent and role models to help create an innovative, caring and extraordinary working environment for our staff, that enables us to deliver exceptional, caring and psychologically informed learning experience for our students.

We would therefore like to encourage applications from people with varied skillsets, life experiences, and from different backgrounds and sectors to help shape Oasis Restore. If you can demonstrate some of the criteria and believe you have what it takes, then we'd love to hear from you.

Given the nature of our work we also welcome applications from candidates with the following lived experience:

- Experience of working successfully with children who have multiple and complex needs
- Personal experience of the criminal justice system, or lived experience of the issues facing this client group (i.e. involved in gangs or knife crime).
- Knowledge of the issues facing this client group, such as gangs, knife crime, social exclusion and isolation, child criminal exploitation, adverse childhood experiences and trauma.
- Experience of the care system
- Ability to be a positive role model, demonstrating the virtues of a crime-free life to young people.

We're also very happy to answer any questions you may have so please don't hesitate to get in touch at recruitment@oasisrestore.org.

**The Equal Opportunities Form will not be shared with anyone involved in processing your application. Please complete this as part of the application process though it is voluntary. Please note that if you have a disability and you require this form or submitting the information with regard to this form in another format, such as in larger print, please contact the People Services team.*

