



## **Recruitment Pack**

### **Data Administrator**

**Park Lane Academy**

**Required: ASAP**

**Actual Salary: £21,386.89 (Grade 5, Scale Point 12-17)**

**37 Hours, Term Time plus 5 days**

Dear Colleague,

Thank you for expressing an interest in this post.

We are seeking an enthusiastic **Data Administrator** to join our team, to support the Data & Curriculum Manager in providing timely and accurate data, and data analysis, to use alongside middle and senior leaders to effectively identify trends and patterns which will inform interventions. The role will also support the Exams & Education Visits Manager with administrative and planning elements of internal assessments, mock examinations, and external examinations; and develop and maintain school analysis software so that the Academy can communicate progress effectively to all stakeholders.

Park Lane Academy is on an exciting journey, as part of the South Pennine Academies Trust, the improvements we have made over the last two years are significant and we are looking to continue this with your appointment to our team.

Staff, students and parents all agree Park Lane is a great place to work and learn. Please see our website [www.parklane.org.uk](http://www.parklane.org.uk). And our social media pages to learn more about life at PLA.

If you would like to discuss the role in more detail or visit to see the academy in action, please contact Mr Stuart Hillary, Head of School on [hillarys@parklane.org.uk](mailto:hillarys@parklane.org.uk).

If you are committed to improving the life chances of children and think that you are right for this position then we look forward to receiving and reading your application.

Best Wishes

Kash Rafiq

Executive Principal



Stuart Hillary

Head of School





### **Joining South Pennine Academies**

· **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression. Please visit the following link to view the South Pennine Academies CPD brochure -

<https://www.southpennineacademies.org/Professional-Development-at-SPA/>

· **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.

· **Wellbeing Benefits** – Through our wellbeing provider, **Smart Clinic**, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.

· **Free Will Writing Service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.

· **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.

· **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies

### **Academy Overview**

Park Lane is a vibrant and welcoming secondary academy. We are part of a highly successful and supportive Trust, enjoying the benefits of effective collaboration through working in partnership with the eleven academies and Huddersfield Horizon Scitt that make up the trust.

Based 3 miles out of Halifax Town Centre, in Exley; the academy buildings and grounds offer an exceptional modern learning environment and facilities, yet with the countryside literally on our doorstep meaning we can provide a wealth of additional curriculum enrichment opportunities for our students including DofE awards, sport clubs and fitness suite use for students.

We are an 11-16 mixed comprehensive academy with an increasingly positive reputation across Calderdale. Outcomes have improved steadily in recent years, with a fantastic curriculum in place, which offers real breadth and reflects the interests and ambitions of all students on our roll. We are proud to hold the Careers kitemark, for excellence in guidance and support for students. The majority of our learners stay in education post 16 at the further

education colleges within Calderdale. As a small secondary school, we take pride in the fact that every member of staff knows every student well. We truly value the relationships we foster with every staff member, student and family. This gives us a real 'family' feel that permeates through every element of our work and is something that visitors to the academy often comment upon.

Our core values are at built into the foundations of all that we do; Pride Respect and Ambition. We are proud that we are fully inclusive, serving a diverse community. We recognise that in order to excel academically, students also need exceptional care, guidance and support throughout their secondary education. Our team of dedicated staff work together with families, governors and the wider community to bring our values of Pride, Respect and Ambition to life, supporting students to develop the attitudes, knowledge and skills for future success.

As experienced and successful leaders, we are passionate about ensuring high-quality staff development leading to excellent teaching and pastoral support, positive relationships and the promotion of a culture that enables all to reach their potential, both students and staff. We passionately believe, as educators, we have the power and responsibility to inspire our students to be the best they can be to enable our learners to pursue their dreams and improve their life chances.



### **Sponsorship**

In the October of 2018, Park Lane Academy joined in partnership with South Pennine Academies to raise levels of attainment and aspirations of all students. As sponsor, South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. **The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local schools.**

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all in Park Lane Academy.

The key to the Academy's success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students will show good manners, work hard and be honest at all times. They will learn, share and succeed together.

### **The Trust Vision**

- To develop a group of closely partnered academies.
- To ensure all academies are world class centres of excellence for teaching, learning and progress.
- To ensure the trust plays a pivotal role in improving the life chances of students.
- To ensure that local solutions and partnerships meet local needs.
- To focus on school improvement with inclusion and diversity at the core.



## **Key Priorities**

### **High Performing Staff**

Targeted strategies are used to ensure teachers, support and business support staff have the capability and flexibility to deliver high quality educational opportunities and services. Highly effective professional development is essential for all staff. Working with Teaching Schools and local providers, ensures that staff needs are met, whilst maintaining a clear focus on local and national priorities. A highly productive, happy workforce is essential in sustained school improvement.

### **Successful students**

Every student, in every phase needs a personalised approach. We ensure opportunities in response to individual needs and empower individuals to contribute to their communities and continue to learn throughout their lives. A rich curriculum is essential, providing opportunities that lead to highly engaged students, who are articulate and communicate effectively. Students who feel their contributions are valued, students who become highly effective members of society.

### **Engaged community**

Nurturing and maintaining positive, valuable relationships between school staff, students, their families and the broader community leads to improved outcomes for students. Local community capacity is strengthened when it is built on trust, respect for others, common goals and high expectations for students' achievement. We are committed to engaging strategies to ensure our key priorities are not only met but exceeded wherever possible.

### **How will this support my development?**

As a teacher, you will have opportunities to work alongside SLEs from the Trust and gain expert support from the best in Education. We also hold Trust-wide CPD sessions and have a shared resource iCloud system, to enable you to work with your colleagues across the MAT and gain their opinions on your strategies and resources, sharing effective ideas.

South Pennine Academies School Effectiveness Team offers coaching to both middle and senior leaders and we engage in Ambition Schools Leadership Programmes for those aspiring to further their careers.

## THE SELECTION PROCESS

### How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post you should;

- Complete the application from our website fully, ensuring all details are accurate and all declarations are signed
- Please ensure you enclose two previous employers' professional referees, one being your current employer (with email addresses if possible). Do not enclose additional CVs
- Ensure you fully complete the personal statement section of the form, this should be no longer than the allocated space of two sides in the application form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of this academy
- Submit your application electronically by **midnight on 2nd January 2023 on My New Term.**

**The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced disclosure and barring service check and the Academy's safer recruitment policy and procedures.**



**POST TITLE: Data Administrator**

**GRADE/SCALE: Grade 5 – Scale Point 12-17**

**PURPOSE OF POST**

To support the Data & Curriculum Manager in providing timely and accurate data, and data analysis, to use alongside middle and senior leaders to effectively identify trends and patterns which will inform interventions.

To support the Exams & Education Visits Manager with administrative and planning elements of internal assessments, mock examinations, and external examinations.

To develop and maintain school analysis software so that the Academy can communicate progress effectively to all stakeholders.

**KEY AREAS**

1. School Data Analysis
2. Examination Administration
3. General

**DUTIES AND RESPONSIBILITIES**

**1. School Data Analysis**

- To be skilled and confident in the use of Microsoft Excel including the use of formulae, producing graphs and pivot tables.
- To be accurate in data entry, and to be able to identify where inaccuracies and/or anomalies might be present.
- To have good communication skills, and should be happy to approach teachers in order to chase up missing data.
- To produce student data reports for parents and carers, providing both academic progress data, and information about attitudes to learning.
- To have or develop a basic understanding of school data systems and online analysis platforms.
- The ability to work to deadlines/produce information quickly, efficiently and in a way that is easily understood.
- To keep up to date with new regulation and changes to accountability measures/outcomes, exam regulations and qualifications.
- To be responsible for creating and maintaining electronic teacher assessment markbooks.
- To maintain student level information and grade data in online platforms ready for analysis.
- To maintain trackers for Teaching and Learning analysis.



- To update data reporting and recording systems to reflect changes at MAT and national level to assessment.

## **2. Examination administration**

- To oversee exam venue set up, room change bookings, sorting student exam ID in line with seating plan.
- To be confident checking and amending schedules.
- To support with logging and sorting papers for exam series, and help with chasing up papers/information from teachers for internal assessments and mock examinations.
- Checking and sorting exam certificates.
- Printing and distributing student exam timetables and mock examination papers.
- To order and process external based assessment papers. Must be comfortable with the use of internal finance system for purchasing.
- To coordinate invigilation of mock examinations and external examinations.
- Ability to step in to invigilate exams and assessments when required.

## **3 GENERAL**

To provide administrative support to the Educational Visits Manager. To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder. The post holder's duties must at all times be carried out in compliance with the Academies Equal Opportunities Policy and other policies designed to protect employees from harassment.

Take reasonable care of health and safety of self, other persons and resources whilst at work.

Co-operate with management of the Academy as far as is necessary to enable the responsibilities placed upon the Academy under the Health and Safety at Work Act to be performed e.g. operate safe working practices.

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards or employees. The post holder should also counteract such practice or behaviour by challenging or reporting it.

As part of your wider duties and responsibilities you are required to promote and actively support the Academy's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

**RESPONSIBLE TO: Data and Curriculum Manager**

**RESPONSIBLE FOR:**

**Park Lane Academy GRADE: 5**  
**Data Administrator**

|    | ATTRIBUTES                                |     | RELEVANT CRITERIA   | HOW IDENTIFIED                                 | RANK        |
|----|---|-----|---|--|-------------|
| 1. | <b>RELEVANT EXPERIENCE</b>                | 1.1 | Previous experience of Data Management, and producing Statistical and Analytic Data.                    | Application Form / Interview                   | A           |
|    |   | 1.2 | Experience of working under pressure to meet tight deadlines  | Application Form / Interview                   | A           |
|    |   | 1.3 | Previous School/Academy experience.   | Application form / Interview                   | A           |
| 2. | <b>EDUCATION AND TRAINING ATTAINMENTS</b> | 2.1 | Good general education with appropriate grades in GCSE (or equivalent) Maths and English.               | Application Form                               | A           |
|    |   | 2.2 | Qualification/training/experience in the use of Microsoft Packages                                      | Application Form/ Selection process/ Interview | A           |
|    |   | 2.3 | Experience of SIMS and SISRA  | Application Form                               | B           |
| 3. | <b>GENERAL AND SPECIAL KNOWLEDGE</b>      | 3.2 | Knowledge of spreadsheets and databases.  | Application Form / selection Process           | A           |
|    |   | 3.3 | Appreciation of the need to maintain the strictest confidentiality about all matters concerning school. | Selection Process / Interview                  | A           |
|    |   | 3.4 | Knowledge of and commitment to Equal Opportunities issues   | Selection Process                              | A           |
|    | <b>ATTRIBUTES</b>                         |     | <b>RELEVANT CRITERIA</b>  | <b>HOW IDENTIFIED</b>                          | <b>RANK</b> |

|    |                             |     |   |                               |   |
|----|-----------------------------|-----|---|-------------------------------|---|
| 4. | <b>SKILLS AND ABILITIES</b> | 4.1 | Ability to produce accurate work whilst working to deadlines. | Selection Process / Interview | A |
|    |                             | 4.2 | Excellent communication and interpersonal skills.             | Selection Process / Interview | A |
|    |                             | 4.3 |   | Selection Process / Interview | A |
|    |                             |     | Ability to work on own initiative and part of a team.         | Selection Process / Interview |   |

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.