



ORCHARD
SCHOOL
BRISTOL

Data Administrator

ORCHARD SCHOOL BRISTOL
part of Trust in Learning (Academies)

Application Pack – February 2023



Welcome Letter

Job Description

Person Specification

Child Protection and Safeguarding

Explanatory Notes/How to Apply



Dear Applicant

Thank you for your interest in the position of **Data Administrator** at Orchard School Bristol.

We are seeking a Data Administrator with excellent attention to detail who has experience of inputting and extracting data from spreadsheets and information systems efficiently and accurately. The role is full time, term time only, covering the hours of 8am – 4pm, Monday to Thursday and 8am – 3:30pm on Fridays.

You will monitor data and keep our management information system up to date, so information is accurate for teachers and leaders. You will use our assessment calendar to identify when data needs to arrive from teachers, giving enough time to input and check for accuracy, before producing reports for school leaders and parents. Your work directly impacts which interventions are selected for children, so that they make maximum progress, so your role is essential to ensure we have reliable and accessible data. You will work alongside a team of administrators under the guidance of the Data Manager. Full training is provided, so if you have never worked in a school before, you will be trained on all our systems, so you can carry out your job effectively.

You will need to have excellent time management, good problem-solving skills, and be efficient in managing systems so that staff can rely on your data being accurate. You will need to respond efficiently to routine, and be flexible to requests for data. You will be committed to teamwork and also able to use your initiative, working independently with great attention to detail. This role will enable you to utilise your organisational, problem solving and communication skills. It's a busy role and you'll never get bored! You will work in our administration office alongside a team of friendly and supportive staff.

Orchard School is a forward-thinking school, with friendly staff and wonderful young people. We are a mixed 11-16 academy serving young people in North Bristol. Our students reflect our richly diverse local community, and we place no limits on the aspiration of our students. We are good school, building further success on the core ORCHARD values of being: Open-minded, Respectful, Creative and Curious, Healthy, Ambitious, Responsible and Determined. Our mission statement – inspire today, empower for life – lies at the heart of all that the school does.

We offer:

- term-time work with school holidays
- a bright, happy place in which to learn and work
- a professionally stimulating environment which values the contributions of all staff
- a strong commitment to your professional development
- award-winning staff wellbeing

Please read our Staff Prospectus to find out more about us, and visit our website on www.orchardschoolbristol.co.uk.

If you have any questions relating to this role, please contact Emma Snell on e.snell@orchard.tila.school.

I warmly welcome your application.

Julia Hinchliffe, Headteacher

Job Description

Job Title: Data Administrator

Grade: Bristol Grade 7 (N8-N11)

Responsible to: SSBM

Job Purpose: The Data Administrator will work alongside the Data Manager and the Business Administration team to provide effective administration of the school's Management Information System, ensuring data is accurate and complete at all times. The postholder will need to respond efficiently to routine and ad hoc requests for data from the system and ensure that students' personal and academic data is maintained accurately.

Contract/Hours: Term time only plus inset days/ 37 hours per week.

PART ONE: MAJOR FOCUS OF ACCOUNTABILITIES

Principal Accountabilities	<p>To work with Data Manager to ensure the school meets statutory and statistical data obligations and that these are recorded accurately and efficiently</p> <p>To track, manage and support whole school systems for recording data.</p> <p>To identify any issues through data analysis and liaise with the Data Manager to resolve.</p> <p>To ensure Senior Leadership Team, Heads of Faculty and Heads of Year are provided with effective data in a sustainable format through accurate reporting</p>
Key Tasks	<p>To use whole school and cross TILA systems for student data ensuring all staff are using this effectively</p> <p>To contribute to the development and maintenance of effective systems for the collection and validation of a range of student data inputting student personal and academic data, ensuring consistency and accuracy at all times</p> <p>Provide data analysis and reports from the school MIS, and other appropriate systems as requested</p> <p>Accurately record and manipulate data and information in order to provide appropriate student data for use by school staff</p> <p>In liaison with other designated colleagues, ensure all statutory and statistical data returns required by the school or external organisations are completed and submitted according to defined deadlines</p> <p>Responsibility for the production of printed materials such as student timetables and reports etc as required</p>

	<p>Contribute to the school administration team as a whole, by responding to requests for information / support from colleagues, parents and other data users</p> <p>May require some reception duties</p> <p>To ensure all data held and reports produced are kept confidential and secure, complying with Data Protection Act</p>
Additional Responsibilities	<p>Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.</p> <p>Be aware of and support difference and ensure equal opportunities for all</p> <p>Contribute to the overall ethos / work / aims of the school</p> <p>Establish constructive relationships and communicate with other agencies / professionals</p> <p>Appreciate and support the role of other professionals</p> <p>Attend and participate in relevant meetings as appropriate</p> <p>Participate in training and continuing performance development activities as required</p>

Generic responsibilities:

Responsibility for duties as listed above, and in addition:

- To follow all school and Trust policies and school procedures
- All members of staff at Orchard School Bristol have a collective responsibility for securing the vision of the school and the benefits of inclusive education
- All members of staff have a responsibility for helping to develop and secure continued improvement for their school
- To play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage staff/students to follow this
- To work in a co-operative and polite manner with all stakeholders.
- To work with students in a courteous, positive, caring & responsible manner at all times
- To follow all child protection procedures. To ensure that children's safety and wellbeing is never compromised
- To be polite, cooperative and positive when communicating to other staff
- To take an active and positive role in the school's commitment to the development of staff, and their annual appraisal/development procedures
- To work with visitors to the school in such a way that it enhances the reputation of Orchard
- To seek to improve the quality of the school's service
- To present oneself in a professional way that is consistent with the values and expectations of the school
- To use the behaviour reward system effectively and consistently
- To be active in corridors and on duty in order to assist in ensuring students' behaviour is good and they return to lessons calmly and promptly
- To attend INSET training and any relevant courses regarding professional development

- To undertake other duties and activities within the scope of the post as directed by the line manager

Fluency Duty

This role has been identified as falling within the definition of requiring fluency in spoken English. You will be required to speak English with confidence and be able to conduct a conversation and answer questions for extended periods of time.

GENERAL INFORMATION

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility;
- The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act – confidentiality must be maintained at all times;
- The post holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required.

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

A member of staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct whilst working at Orchard School. Members of staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:

- Treating students/pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff's position having regard for the need to safeguard students' /pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Members of staff must have proper and professional regard for the ethos, policies and practices of the campus in which they work, and maintain high standards in their own attendance and punctuality.

REVIEW OF PERFORMANCE

The Appraisal cycle will focus on the post holders' job as whole and particular responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

CODE OF CONDUCT

Trust in Learning Academies expect all staff to ensure that their standards of conduct are, at all times, compliant with the Orchard School Bristol Code of Conduct.

Person Specification

ESSENTIAL	DESIRABLE
<p><u>Qualifications/Education</u></p> <ul style="list-style-type: none"> Strong pass in Maths and English GCSE (Grade C or above), or equivalent Excellent written and spoken English <p><u>Experience</u></p> <ul style="list-style-type: none"> Experience of data manipulation using spreadsheets and databases Experience in using a range of MS Office packages Experience of accurate high-level data input Experience of working independently and accurately without the need for constant supervision <p><u>Skills</u></p> <ul style="list-style-type: none"> Excellent IT and administration skills High levels of organisational skills and initiative Effective problem-solving skills Able to work effectively and sensitively with a wide range of people Excellent communication skills; with all members of school community Very high attention to detail The ability to converse at ease with pupils, parents and other users of the service and provide advice in accurate spoken English. <p><u>Personal attributes</u></p> <ul style="list-style-type: none"> Calm under pressure Hardworking and committed Flexible and responsive to change Positive and solutions focussed Self-motivated and proactive; keen to learn <p><u>Values</u></p> <ul style="list-style-type: none"> Supportive of the school's ethos, values and community Holds positive attitudes and adopts high standards of behaviour in a professional role Demonstrable commitment to teamwork and whole school improvement Commitment to personal professional development Integrity and sound judgment Insisting on and maintaining confidentiality 	<p><u>Qualifications/Education</u></p> <ul style="list-style-type: none"> Evidence of further/higher level of education <p><u>Experience</u></p> <ul style="list-style-type: none"> Experience working in data administration/ management in education/schools Experience working with young people Experience using a school information management system to a high level Experience of successful team working <p><u>Skills</u></p> <ul style="list-style-type: none"> Ability to analyse data and identify discrepancies and possible outcomes to establish most effective course of action Able to plan and prioritise regular and irregular tasks in a logical manner Evidence of effective data management projects and successful completion Ability to train/share skills with other staff to enhance professional development Ability to speak a community language other than English is welcomed
<p>SPECIAL CONDITIONS: The post holder will be expected to comply with the legislation and school's policy on Child Protection and undergo a Disclosure & Barring Service (DBS) check at an enhanced level.</p>	

Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all of its pupils and students. Each pupil/student's welfare is of paramount importance.

The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust. The policy can be found on our web site:

www.tilacademies.co.uk

The five main elements of our policy are to:

- ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues and equip children with the skills needed to keep them safe
- develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with the agreed child protection plan
- establish a safe environment in which children can learn and develop.

Safer Recruitment:

Trust in Learning (Academies) is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service clearance. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, online checks, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

Explanatory Notes/How to Apply

Application Form

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Letter of Application

Your letter of application should be written to the Headteacher and address the person specification points carefully. You should write how and why you feel that you are equipped to fulfil this role noting your experience, skills, personal attributes and values. We are particularly interested to know why you want to work at Orchard School.

Interview Process

After the closing date, short listing will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form and your letter of application, so please read the Job Description and Person Specification carefully before you complete your form.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.

Closing Date: Wednesday 1st March 2023, 9am

Interview Day: Wednesday 8th March 2023

Applying: Completed Application Forms should be returned to: recruitment@tila.school