



Data & Cover Officer

Grade 5, SCP 18-23 salary £29,269 - £32,076

36.66 hours per week. Full time, full year.

From September 2024

The Brian Clarke CE Academy is looking to appoint a strategic, creative and proactive individual to be a Data & Cover Officer.

This is a wonderful opportunity to be part of a talented and committed staff that is growing a school from Year 7 up; supporting the development of its ethos and embedding that in the community of the school; having the benefit of a brand new building with all new facilities and supported by a local, successful and experienced Trust. Exemplary behaviour and a distinctive ethos based on our strongly held values will create a climate for learning where pupils flourish.

As Data & Cover Officer, you will take responsibility for the organisation and the administration of the school MIS and the assessment, reporting and recording systems.

In brief we are looking for:

- An individual committed to ambition, excellence and community who will work with the staff body to drive the growth and development of The Brian Clarke CE Academy to become an outstanding provider for young people and a school where staff, who are committed and ambitious for young people, take pride in and enjoy their work.
- An analytical mindset with a keen eye for detail and strong problem-solving skills.
- An individual with the ability to adapt to changing technologies and systems while also constantly looking for ways to improve current ways of working.
- An excellent communicator, with sound analytical skills and flexible in their approach

Working for The Brian Clarke CE Academy means that you would be part of the Cranmer Education Trust, a successful, growing Trust which prides itself on looking after its people, offering a high level of support and access to expertise. This is an excellent time to join the team as we develop collaborative structures and systems to enhance and support our growing family of schools.

Alongside The Brian Clarke CE Academy, the Trust is made up of primary and secondary schools across Oldham and Rochdale. The Trust also incorporates a teacher training school and the East Manchester Teaching Hub and a MFL hub, which support the training and development of new and existing teachers across the North West of England. For further details please visit <https://careers.cranmereducationtrust.com/>.

This position will be based at The Brian Clarke Academy, Oldham, but may from time to time require travel as necessary to collaborate with other schools which are all locally based.

We offer:

- Opportunities for professional development in a growing Trust
- A strong school community that places children, families and staff at the heart of everything we do.
- A supportive team who will work with and alongside you to achieve the very best
- LGPS career average pension scheme with a generous employer contribution
- Generous holiday entitlement and sick pay scheme, increasing with length of service
- Central Oldham location close to good transport networks

The Brian Clarke CE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Cranmer Education Trust follows safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975,2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

For further information please refer to:

- the Cranmer Education Trust's Safeguarding and Child Protection Policy [Trust Policies | Cranmer Education Trust](#).
- The Trust's statement on the employment of ex-offenders, in the vacancy Documents section.
- The job description and person specification for further information regarding the safeguarding responsibilities of the role.

Please note CVs are not accepted

Closing date for applications: **9am Monday 3rd June 2024**

Interviews: **Monday 10th June 2024**

Start Date: **September 2024**