

NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

JOB APPLICATION PACK

Data and MIS Assistant

Salary: Scale 5 (£29,542 - £32,046 pro rata, £26,667 - £28,927 actual per year)

Contract: Permanent, full time or part time, term-time plus two weeks

Closing Date: Wednesday 9th December 2026 at 9am

Start Date: As soon as possible

nova Education Trust

NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY



Welcome from the Head Teacher

Dear Applicant,

Thank you for your interest in this role at Nottingham University Samworth Academy (NUSA).

We are delighted that you have chosen to apply to work at NUSA. NUSA is a popular, oversubscribed, 11–18 school located in the heart of Bilborough, Nottingham.

The academy has increased in popularity over the past two years and we now have a waiting list across our year groups.

We pride ourselves on the values of integrity, grit and purpose, and expect our students to represent 'NUSA 24/7'. Through doing this we aspire for the best outcomes for each and every one of our students.

I hope the information below and the information on our website provides you with a flavour of what NUSA has to offer, however, we always welcome people to come in school for a tour around so that you can see NUSA in action.

Further details about the school can be found on the website **www.nusa.org.uk**.

I look forward to receiving your application and meeting you in the future.

Carl Elder
Head Teacher

About NUSA

Nottingham University Samworth Academy (NUSA) provides a caring community for students to grow, learn and achieve together, both academically and as young people.

Ethos

- **We work hard and are kind**
- **We have high expectations of students and staff**
- **We believe every student can succeed**
- **We ensure barriers to learning are challenged and overcome**
- **We expect teaching to be well planned, varied and stimulating**
- **We believe learning should be active, focused and engaging**
- **We insist on high standards of behaviour**
- **We support students to engage in effective learning**

Pastoral Care

At NUSA, we pride ourselves on the quality of support, care and guidance given to individual pupils. We operate a year system which is led by a Head of Year and supported by a group of Pastoral Support Managers who work alongside all year groups.

Our pastoral team is also made up of our attendance and safeguarding leaders who work together to ensure that pupils receive as much support as is needed to enable them to be successful in school.

Our pastoral system provides pupils with the care that they need whilst allowing them to nurture friendships and develop a strong sense of community.

Mentors play an active role in ensuring that pupils are happy, well supported and fully engaged in school life. Mentors also serve as the first point of contact between school and home. NUSA is a very caring community and the health, happiness and well-being of students underpins the overall ethos and philosophy.

Quality of Education

At NUSA, we develop a clear and compelling curriculum intent that will transform the lives of young people. Our curriculum is broad and rich to allow all students to learn the cumulative knowledge, skills and cultural capital they need to succeed in life.

We continually develop and cohere the curriculum in response to regular review of effectiveness and provide even greater depth and ambition than the National Curriculum, deliberately focusing on the needs of the students and their community.

We ensure the curriculum is successfully adapted, designed or developed to ambitiously meet the needs of all pupils, including those with SEND. The curriculum is implemented so pupils' learning of it is secure, consistent and effective in all subjects. Effective home learning is integrated well within the curriculum and contributes to making learning more secure whilst complimenting learning in class.

Bespoke and effective CPL programmes allow all teachers to develop expert knowledge and highly-effective pedagogical skills and practice. Strategically build leadership capacity within Subject Leaders.

Enrichment

We offer a comprehensive programme of extra-curricular opportunities, enabling students to extend their leaning beyond the classroom and providing them with further opportunity to learn new skills. A broad range of sporting, artistic and academic courses are available allowing students to fully explore and develop their potential.

Focused Provision Unit for the Deaf

We are proud to say that NUSA houses a Focused Provision Unit to support the needs of their deaf students. The students in the Focused Provision Unit , or 'Deaf Base' as it is fondly referred to by the students, are very much part of the school community and join in with all aspects of school life.

Leadership and Culture

Our leaders place their values at the heart of everything they do and a compelling culture exists within the school. They are innovative and willing to share expertise, time and capacity to support the quality of experience for students. Ambition thrives within the school and the community, with all stakeholders working openly and collegiately to provide a deeper, richer experience for all.

Our staff eagerly invest in their personal and professional development and we are proud that staff well-being and professional development sits at the heart of all school planning and practices.

Our students are self-regulating and intrinsically motivated to become the best version of themselves. The school community is truly inclusive and self generates a culture in which the contributions and achievements of all are valued and celebrated.

















Job Description

Post: Data and MIS Assistant

Department/Faculty: Data and Exams

Responsible to: Data and Exams Manager

Purpose

To ensure effective use of Data & MIS system.

Additional Information

This role can be considered on either a full time or part time basis with the possibility of flexible working hours on site.

Key Responsibilities

- Attend relevant training courses within and outside of the trust to maintain and update professional knowledge
- Manage and oversee the school census to ensure the completion and return throughout the academic year
- The administration of the MIS system to ensure that all student records are up to date to include student timetables, guided learning hours and parental permission.
- Input data into Bromcom, liaising with teachers to ensure progress tracking is accurate and timely
- Set up Bromcom for data collection to enable teaching staff to complete data returns
- Ensure all data returns are completed accurately and on time
- Lead on the resolution of queries for school census
- Check data that is to be published in the DFE Achievement and Attainment Tables
- Manage the process for collecting student assessment data from teaching staff using Bromcom
- Produce and distribute individual student reports
- Support SLT in producing the timetable
- Support the Exams & Data Manager with the preparation for external exams including preparing exam timetables and seating plans
- Lead on all aspects of Brom Com to ensure its efficient use across the school
- Support the admissions team in ensuring the setup of new students on Bromcom, the collection of student data + the transfer of CTF files
- Communicate with parents to ensure they are set up on MCAS

General Responsibilities

- To support the overall ethos of the Academy
- To promote and support the implementation of the school's aims, policies and values
- To work flexibly as part of the support staff team to contribute to the smooth operation of the academy
- To commit to safeguard and promote the welfare of children and young people
- To assist with duties relating to student safety and security, including break and lunchtime duties
- Attend meetings as required
- To develop your own skills and take part in continuous professional development

Person Specification

	Essential	Desirable
Qualifications	• Good standard of education with at least Level 3 qualifications (A level/BTEC) including GCSE at English and Maths (or equivalent levels of qualifications)	• Degree educated
Experience	• Experience of manipulating data in Excel spreadsheets/producing reports • Experience of using MIS or data systems, such as Bromcom and 4Matrix • Working to and managing complex deadlines	• Experience of working in education in a similar role
Skills and Knowledge	• Strong ICT skills and the ability to learn new software quickly • Ability to produce work to a high level of accuracy and attention to detail • Ability to work well under sustained pressure and within fixed deadlines	• Up to date knowledge of examinations practice and procedures • An understanding of educational agendas and external performance indicators
Personal Qualities	• Organised and ability to multi-task and prioritise • Good communicator at all levels • Team player • Enthusiastic and positive • Use of initiative and able to apply common sense to solving problems • Flexible and adaptable approach to work	

Application details

Application forms

These can be accessed from the school website. Wherever possible, please provide email addresses for your referees.

How to apply

Candidates should apply for this role through our website. Wherever possible, please provide email addresses for your referees. Click on the 'Apply' button and follow the instructions to upload Nova's application form and complete the online equal opportunities monitoring form*.

* *The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

The closing date for applications is **Wednesday 9th December 2026 at 9am**

Interview

The date for interview is to be confirmed following the closing date. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Nottingham University Samworth Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior consent.

Child Protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Board (NSCB).

Equal opportunities

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all colleagues.

Our commitment is to treat every individual how they would like to be treated. This is so that you experience a sense of inclusion, feel respected, valued, safe, trusted, and that ultimately, you belong.

If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact **hr@novaeducationtrust.net** and we will be happy to discuss.

How we monitor recruitment

On application we will ask you to fill in an anonymised form which indicates your protected characteristics. This is you helping us to achieve our equal opportunities commitments.

We analyse Equalities information to look at trends and to see if our diversity initiatives are having an impact across our recruitment processes. Your data will help us measure our progress and understand where we need to act.

All Equalities data is anonymised and will be kept separate from your application form and will not be forwarded to the interview panel should you be selected.



Welcome from the CEO

Dear Applicant,

Thank you for your interest in working at the heart of **Nova Education Trust**. I hope that you will find this pack useful and informative in helping you to find out more about our organisation and to complete your application.

Since 2011, Nova Education Trust has successfully supported schools of all phases to secure improved educational standards. Over the last few years, our organisation has undergone a significant transformation and is unrecognisable culturally, educationally, financially and in governance terms from the organisation it was pre-2021.

Educationally, we go from strength to strength. 94% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's KS2 SATs performance is strong whilst Progress 8 and 5+ EM across all of the schools is currently ranked as one of the highest in the region. We are highly valued and respected by the DfE, the Local Authorities and other local trusts. This is testament to our brilliant pupils, staff and the communities that we serve. Our trust support and governance is strong and has been externally recognised as amongst the best in the sector and our organisation is financially stable. We understand and we believe that schools belong to their communities — the mission is the same, but the vision may look different in our range of contexts and settings.

We are committed to our vision, values, ambitions and principles, and we are determined to achieve our mission of creating transformational schools. We are looking for a talented and inspirational leader who is committed to transforming the lives of our learners, with the imagination, passion and experience to support and challenge us to even greater things in the service of our young people.

Nova Education Trust is an organisation that trusts and empowers its staff. Front and centre to this is our commitment to well-being and engagement because we believe in enabling people to be at their best. We are changing the way we support people to grow and develop, through 'coaching, not telling' — we now have over 150 professionally-trained coaches in the organisation and we have plans to train all middle and senior leaders. We think it's essential that colleagues can access excellent professional development and progression pathways which suit their individual needs. We pledge to lead the way with Diversity, Equity and Inclusion in our organisation. We will introduce new and innovative ways to increase the diversity of our workforce and continue to strive for an inclusive culture in which people have a voice and can contribute, feel a sense of belonging and are able to be themselves.

It is such a pleasure and privilege to lead such a talented group of staff who are forever looking for new and innovative ways to make us even better, each and every day. I am so proud of what we have achieved so far but I know that we can do even better, despite the challenging educational landscape that we find ourselves in. We have a highly skilled, experienced, dynamic and diverse board. They are so supportive yet professionally challenging and there is a great synergy and trust between the board and the executive team.

If you have got a sense of humour, drive, energy and enthusiasm to make us even better then we'd love to hear from you. This is a fantastic opportunity to join a values-driven trust at an exciting stage in our development.

Further information can be found at **novaeducationtrust.net/careers**.

A. Rahman

Ashfaq Rahman
Chief Executive Officer

About Nova Education Trust

As a cross-phase Multi Academy Trust, we create compelling school cultures where all are motivated to aspire and grow.

We establish aspirational, purposeful, celebratory and inclusive learning cultures for pupils, staff and our wider community.

We are committed to excellence; we are confident about our future and determined to achieve our aims.

Our mission is to create transformational schools.

Our family is currently made up of 19 academies (six primaries, 12 secondaries and one sixth form college), which includes our two partner schools in the Madani Schools Federation in Leicester.

The trust is growing and has plans to expand into other areas and regions in the very near future.

We also run a successful School Centred Initial Teacher Training (SCITT) programme making us a key player in the region by developing new teachers and providing training and development programmes for existing teachers and support/operational staff throughout their careers.

nova Education Trust

Our values

We work with **honesty**, **integrity**, **humility** and **professionalism**.

We **trust** and are **loyal** to each other — we demonstrate a selfless commitment in all that we do.

We **innovate** and **influence** — we create opportunities for sharing and learning, and we pioneer civic collaborations.

We all **learn** together in our **vibrant**, **creative**, **diverse** and **inclusive** family of schools.

We are highly **ambitious** — staff and learners believe through **kindness** and **hard work**, all can succeed and grow.

nova Education Trust



nova Education Trust

Our principles

Excellence: We will always aspire for excellence in all that we do by showing courage, heart, determination, hard work and discipline. We want excellence to become a habit.

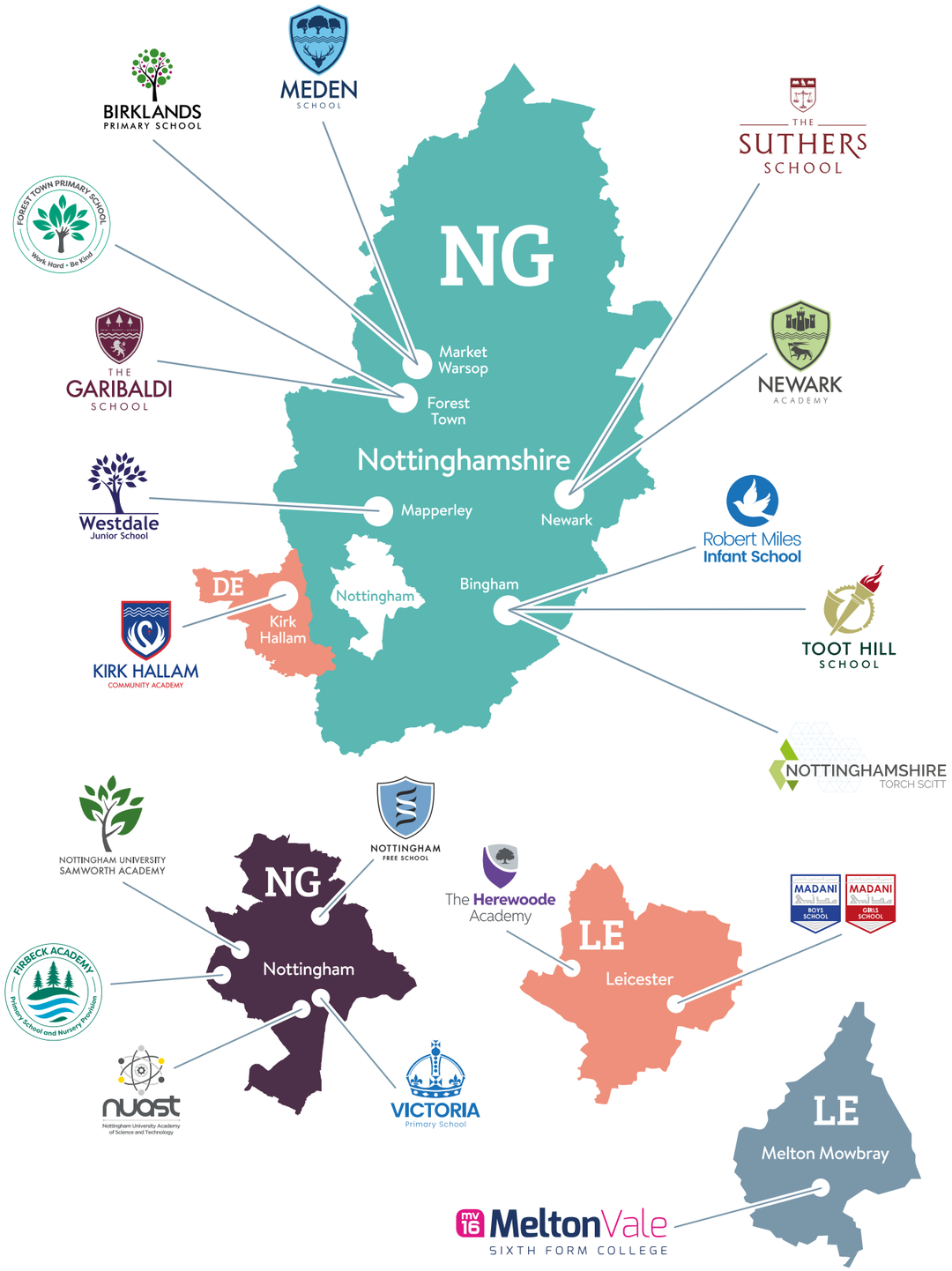
Partnership: By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

Expertly trained and professional staff: By investing in the professional development of all our staff so that they become experts in their professions.

Trust and empower all staff: By demanding that we act with honesty, integrity, clarity, rigour and simplicity in all that we do.

Focus on learning: An exceptional curriculum and highly effective pedagogy at the heart of all that we do, ensuring our strategy is evidence informed.

Our family



nova Education Trust

Our central team

We employ a skilled cohort of colleagues to provide specialist support to our family of schools to enable them to be operationally sound and to provide capacity for them to focus on teaching and learning and leadership development.

Our central team is based at the University of Nottingham Innovation Park (UNIP) on the Jubilee Campus as the central hub of all of our schools.

The Executive Leadership Team, with the CEO, meet weekly to support the development and improvement of the trust and deliver three Head Teacher training and briefing sessions as scheduled throughout the academic year.

We employ circa 40 colleagues across the **central team**.

We pride ourselves on our vibrant and dynamic team and foster a sense of collaboration and connectedness through our daily interactions, weekly briefings and our purposeful and deliberate Away Days.

We operate an informal hybrid model of working, which includes working on-site from the head office, school visits and remote working through our Dynamic Working Policy.

Supporting our colleagues

We're proud to offer an exciting, dynamic and collegiate place to work. Our colleagues are dedicated to having an impact and they make a lasting difference to the lives of our children and young people.

We nurture a culture within our trust where everyone feels respected, valued, safe, trusted and ultimately have a sense they belong. We feel, it's that sense which enables people to be their best selves, to grow and succeed as highly competent professionals and add transformational value.

We put well-being and engagement front and centre:

- You'll have access to regular check-ins with your line leader, to discuss how things are going and to talk about what's important to you.
- You'll have opportunities to directly influence trust plans for well-being and engagement.

We develop leaders who:

- Actively listen, communicate clearly, invest time in coaching and nurturing talent, and recognise your contributions.
- Cultivate supportive and inclusive teams who are open and committed to learning from each other, sharing different ideas and practices.

We will encourage and support you to develop and grow:

- Ensuring you have access to focused growth conversations so you can develop both personally and professionally.
- Facilitating trust wide professional networks and communities where you can draw on expertise and collaborate with like-minded and diverse talented colleagues.
- Providing opportunities to network with colleagues outside of the trust as part of our commitment to civic collaboration.

Providing access to range of fantastic benefits through 'Nova Perks', including:

- Bike scheme
- Technology scheme
- Motorsave
- Lifestyle benefits
- Instant discounts
- Savings club
- Workplace ISAs
- Financial planning
- Financial education resource module
- Peer-to-peer
- Lift-share
- Car salary sacrifice
- Health cash plan
- Gym scheme
- Healthy living resource module

Nova Perk Day

In addition to our standard leave provision, we offer all colleagues the opportunity to take one paid '**Nova Perk Day**' per academic year. This can be taken during term time for any chosen reason. This is in support of our continued commitment to colleagues to achieve a healthy work-life balance.

Sick pay

All colleagues are entitled to a generous sick pay entitlement depending on their continuous service.

Pension

All colleagues are auto-enrolled into the relevant pension scheme. LGPS for support staff and Teachers Pension for teaching staff.

NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

Ofsted
Good
Provider

Bramhall Road
Bilborough
Nottingham
NG8 4HY

0115 929 1492
contact@nusa.org.uk
www.nusa.org.uk

Head Teacher
Carl Elder

Chief Executive Officer
Ashfaq Rahman
BSc (Hons), PGDip, PGCE, NPQH, NLE

nova
Education Trust

© Nova Education Trust
www.novaeducationtrust.net

www.nusa.org.uk

Designed by
design.uk