



21,



# Data Officer



## SCHOOL

William Lovell C of E Academy – part of the  
Lincoln Anglican Academy Trust

## SALARY

G5 12-15 (£21,269 to £23,953 FTE)

£15,976.08 (32.5hrs pw, Term Time 39 weeks, paid 44.59)

## START DATE

01<sup>st</sup> November 2022

## LOCATION

Stickney, Lincolnshire

## APPLICATION DEADLINE

26<sup>th</sup> August 2022

## INTERVIEWS

w/c 12<sup>th</sup> September 2022

# The opportunity to transform lives

What if every child was unique with intrinsic value? What if every member of staff was unique with intrinsic value? What if every school was unique with intrinsic value? At LAAT we believe that they are.

We're a Church of England trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult, or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, what you give to them, how you relate to them can transform their lives. And then you have to have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the support of an organisation who believes that you too are unique and valuable – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, professional support and the opportunity to transform lives.

Within fabulous Greater Lincolnshire with its beautiful beaches, woods, wolds, fields and fens, its 2-university city and its access to new and growing technologies. Its reasonable priced houses and home to the Red Arrows.

Is now the time to find out more about us and to join our community of excellence, exploration and encouragement? In order to change lives with us, for the better.

**Jackie Waters-Dewhurst**  
**Chief Executive Officer**

**LAAT is a multi-academy trust formed by the Diocese of Lincoln in 2013, we've grown to serve 20 academies across three local authorities of Lincolnshire, North Lincolnshire, and North East Lincolnshire.**

**The LAAT Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an Enhanced criminal record check via the DBS.**



*"The smallest of all seeds,  
when it has grown, is the  
greatest of shrubs and  
becomes a tree, so that the  
birds of the air come and  
make nests in its branches."  
Matthew 13:32*

**For more information about  
LAAT:**  
[www.thelaat.co.uk](http://www.thelaat.co.uk)

**For more information about  
the school:**  
[www.williamlovell.co.uk](http://www.williamlovell.co.uk)

# William Lovell School

This is an incredibly exciting time to join William Lovell Church of England Academy. We are on an aspirational journey under new and ambitious leadership. There is an ambitious growth plan for the school, its staff, and students.

We are looking for an equally ambitious and enthusiastic Data Officer to work with the school's leadership team to develop, organise and analyse the school data. The successful candidate will need to have good communication and interpersonal skills, high expectations and a real commitment to achieving the very highest of standards.

This is a great opportunity for the right candidate to help shape the data functions for the school.

We are part of the Lincoln Anglican Academy Trust (LAAT). LAAT is a multi-academy trust formed by the Diocese of Lincoln. We are a growing and thriving family of schools who are dedicated to providing an excellent education for pupils across Lincolnshire. We place a strong emphasis on continued development. The relationship with the Trust brings great strength to all schools and enhances CPD opportunities for all staff.

## Our Ethos

At William Lovell, we strive to create an inclusive atmosphere with a family-feel, where strength of character goes hand in hand with academic achievement. Within this we have high aspirations for our students.

Every person is valued within our school and we empower and challenge all, constructively building one another up, so that every person within our community is able to become the best version of themselves and to have the widest possible life choices. Subsequently, we hope to inspire every member of the community to have a positive impact on the world around them and to trust that they have the power to make a difference.

We ask our staff to be positive, creative, and resilient. They need to be able to quickly build strong relationships with students and be determined to give our children the absolute best of themselves. Our school values of Generosity, Respect, Justice, Forgiveness and Truth mean a huge amount to our team, and our staff should embody these values in everything they do.

In return, we can offer you the opportunity to be part of our happy, successful and ambitious school. We have an excellent staff team, wonderful students and a supportive school community.



*"The smallest of all seeds, when it has grown, is the greatest of shrubs and becomes a tree, so that the birds of the air come and make nests in its branches."*  
*Matthew 13:32*

# Data Officer – William Lovell School

**Grade:** G5 12-15 (£21,269 to £23,953 FTE)  
**Salary:** £15,976.08  
**Start date:** 01<sup>st</sup> November 2022  
**Location:** Stickney, Lincolnshire  
**Hours:** 32.5pw, Term Time 39 weeks, paid 44.59

The successful candidate will ideally have experience of working with school data, preferably at secondary school level.

Applications are welcomed from candidates who can demonstrate that they:

- Are an experienced Data Officer or Analyst who meet the criteria as set out in the Person Specification and have relevant experience?
- Able to manipulate and disseminate data effectively to the whole school community.
- Have knowledge of the various national data sources and keep abreast of that ever-changing landscape, informing senior leaders as appropriate.
- Be able to problem solve and introduce solutions effectively.
- Have a strong work ethic and a willingness to strive for the best in achieving a caring and nurturing setting.
- Have a positive attitude and can actively contribute to the development of a dedicated and professional staff team.
- Share the schools aims and Christian values.
- Have ambition and the drive to develop their skills and support the Senior Leadership Team.

Visits to our school are warmly welcomed and encouraged.

Application packs are available via the school website William Lovell Church of England Academy – Vacancies or the Trust website [www.thelaat.co.uk](http://www.thelaat.co.uk) or by contacting the school directly.

For further information, an informal discussion or to arrange a visit, please contact Mrs Tracey Wright, Business & Operations Partner on 01205 480352.

Completed applications should be sent to: [recruitment@stickney.lincs.sch.uk](mailto:recruitment@stickney.lincs.sch.uk)

**Closing date for applications:** 26<sup>th</sup> August 2022

**Interviews:** w/c 12<sup>th</sup> September 2022

**Start date:** October 2022

## BENEFITS

- 24-hour confidential helpline covering legal, financial, wellbeing, health and nutrition etc.
- Confidential counselling – up to 6 sessions free of charge
- Physiotherapy – up to 4 free sessions
- Stress Coaching – personalises coaching plans over 6 weeks, one to one with an OH Practitioner
- Virtual GP – Accessible by smart phone or computer, same day appointments available at time to suit
- Local Government Pension Scheme for support staff, Teachers Pension Scheme for Teachers.
- 25 days annual Leave for all support staff.
- Growth and Development processes in place for all employees to support CPD and Enhance professional practise.
- Access to over 70 online e-Learning courses to support development.

## Job Description

**Grade:** G5 12-15 (£21,269 to £23,953 FTE)

**Responsible to:** Business & Operations Partner

### Key Tasks and Responsibilities

- Responsible for the creation of detailed data analysis and the maintenance of the school's management information systems.
- Take an active role in the development and maintenance of the school's management information system (Arbor)
- Input data using (MIS) packages to assist with the fully integrated student database, in line with the academy assessment policy
- System Management – maintain the school MIS system, set up staff accounts, access rights, attend training courses.
- Liaise with MIS Support for any system errors.
- Prepare and deliver MIS training in house to appropriate cohorts of staff.
- Reporting on all data held within MIS.
- Use MIS to record accurately all categories of students and report to relevant stakeholders.
- Liaise with the Senior Leadership Team for changes to the timetable, and to implement class list amendments.
- Prepare school systems for the coming academic year and perform student curriculum assignments.
- Produce student timetables for the next academic year.
- Produce statistical data and analysis for the attendance and behaviour teams.
- Set up and maintenance of the MIS Assessment Manager.
- Work with the Leadership Team to write, design and produce reports illustrating trends in school data.
- Liaise with the Leadership Team in producing information to raise student achievement and inform whole school and individual student targets.
- Produce, analyse, and update student targets and assessment information as per assessment calendar.
- Produce timely data reports to inform parents of individual student progress.
- Liaise with Examination Officer regarding external/internal data produced from the examination process and provide analysis of results.
- Work with SLT and the Admissions Team for the submission of the school census.

### Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

*"The smallest of all seeds, when it has grown, is the greatest of shrubs and becomes a tree, so that the birds of the air come and make nests in its branches."*

*Matthew 13:32*

All employees need to be aware of the possible abuse of children and vulnerable adults and if concerned need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote their welfare during the course of their work.

## Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criterion through reference to your work or relevant experience.

*"The smallest of all seeds, when it has grown, is the greatest of shrubs and becomes a tree, so that the birds of the air come and make nests in its branches."*  
Matthew 13:32

### Training/Qualifications/Experience

#### Essential Desirable

5 O Level/GCSEs (English & Mathematics at grade C or above or equivalent)	*	
Have experience of school data in a Secondary School setting	*	
Experience of working within a Secondary School or Trust	*	
Have experience of MIS system (school system Arbor)		*

### Professional knowledge and understanding

Data protection and confidentiality in relation to data handling.	*	
Relevant policies, codes of practice and legislation.		*
Understanding of structure and organisation of Arbor MIS or similar	*	
Experience of statistical data analysis	*	
Excellent skills with office packages, especially Excel	*	
An advanced level of proficiency in MS Excel including macro		*

### Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	

A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	
---	---	--

*"The smallest of all seeds, when it has grown, is the greatest of shrubs and becomes a tree, so that the birds of the air come and make nests in its branches."*  
Matthew 13:32

### Personal and Professional Skills and Attributes

Empathy with the Christian ethos of the school	*	
Inspire, challenge, motivate and empower others to carry the vision forward to improve outcomes for children	*	
Demonstrate effective teamwork skills	*	

### Approach to work – candidates should:

Have a commitment to work effectively with other professionals to meet the needs of the school.	*	
Show a commitment to working in partnership with parents, governors and colleagues both inside and outside of the LAAT	*	
Be an outstanding role model	*	

## Our commitment to you

We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

**Transparency** – we will treat you with respect, honesty, and fairness.

**Protecting your privacy** – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

**Showcasing talent** – we will provide a good opportunity for you to share your skills, experience, and potential.

**Feedback** – we will provide constructive feedback professionally.

**Listening** – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

Providing you with clear, accurate and timely information.

Giving you the opportunity to ask questions – and providing you with answers.

Following a fair assessment process.

Please see the link below to our privacy notice for prospective candidates:

[Policy documents - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk/policy-documents)

**The LAAT Trust promotes diversity and wants a workforce which reflects Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.**

*“The smallest of all seeds,  
when it has grown, is the  
greatest of shrubs and  
becomes a tree, so that the  
birds of the air come and  
make nests in its branches.”  
Matthew 13:32*

## Where to find us

William Lovell Church of England Academy,  
Main Road, Stickney, Lincolnshire, PE22 8AA

Telephone: 01205 480352

Email: [william.lovell@stickney.lincs.sch.uk](mailto:william.lovell@stickney.lincs.sch.uk)

