



# Wren Academy Enfield

## Data Officer

Closing Date: 9.00am, Friday 18 October 2024

Interviews: Week beginning 21 October 2024



**Do justice, love kindness, walk humbly with your God: Micah 6v8**



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Wren Academy Enfield

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Email: [enfield@wrenacademy.org](mailto:enfield@wrenacademy.org)  
Web: [wrenacademyenfield.org](http://wrenacademyenfield.org)

Executive Principal: Gavin Smith  
Vice Principal: Ertunc Hussein

October 2024

Dear Colleague

### **Wren Academy Enfield – Data Officer**

Thank you for your interest in Wren Academy Enfield. It is an exciting and important time as our Academy expands to encompass GCSE and Sixth Form year groups for the first time, so this Data Officer role is key to inform our leadership team in supporting staff and students at this critical time in their educational development.

The information given in the documentation here and more general information elsewhere on our website should give you a clear understanding of the Academy. However, if you wish to find out more, please contact Penny Culmer on 020 3150 4604.

If you decide to apply, please follow this guidance carefully. Your completed application form must be received by the Academy by 9.00am, Friday 18 October 2024, however applications will be considered as they are received. A hard copy of your application can be posted to the address above or e-mailed to [recruitment@wrenacademiustrust.org](mailto:recruitment@wrenacademiustrust.org).

Finally, thank you for taking on the demanding and time consuming task of preparing your application to work with us. I look forward to meeting you if you are selected for interview.

Yours sincerely

**Ertunc Hussein**  
Principal

The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.

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**Wren  
Enfield**

## **Data Officer**

**Full time position: Paid for working 42 weeks of the year, 36 hours a week.  
Salary £26,706 – £28,378 per annum. NJC scale point 9-13**

**Start date: As soon as possible**

An exciting opportunity has arisen to work as part of a welcoming, talented and highly motivated team at Wren Academy. The successful candidate will provide assistance in the smooth running of the Academy and support the MAT Data Manager.

Wren Academy Enfield is the second school of the Wren Academies Trust which is sponsored by the London Diocesan Board for Schools and Berkhamsted School.

It was initially modelled on the successful Wren Academy Finchley but every effort has been made to ensure that a distinctive ethos and approach is created which matches the needs and aspirations of the students who join the school. The fifth year of students will join us in September 2024, that year being the first with GCSE exams being sat.

The successful candidate will demonstrate excellent communication skills, a keen desire to learn and the ability to be part of a team. Training will be given where appropriate but experience of working in a fast-paced administrative environment with excellent spreadsheet and analysis skills.

The ability to work professionally and to deal with confidential and sensitive information is required. Relevant experience, together with the ability to interact appropriately across a number of levels, is also important. The successful candidate will demonstrate an ability to use their own initiative and to have a common sense approach.

Closing date: 9.00am, Friday 18 October 2024

For an application pack, please see our website: [Recruitment - Welcome to Wren Enfield \(wrenacademyenfield.org\)](https://www.wrenacademyenfield.org)

Please note that we require the Wren Academy Application Form to be completed before we are able to consider your application. We do not accept CVs.

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# **WREN ACADEMIES TRUST**

## **Wren Academy Enfield**

### **Job Description – Data Officer**

#### **Purpose**

To both take part in and to be responsible for providing high level Data Management within Wren Academy Enfield as directed by the MAT Data Manager.

#### **Working Time**

36 hours per week, for 42 weeks of the year. This is term time plus two weeks at the end of the summer holidays, to include GCSE and A-Level examination results days, plus an additional week through the year as arranged with the MAT Data Manager.

#### **Contract Type**

Permanent

#### **Reporting to**

MAT Data Manager

#### **Duties**

##### **Reporting:**

- Manage the organisation, administration and distribution of Academy reports to parents in line with the assessment schedule, as directed by the MAT Data Manager.
- Manage communications with staff regarding the requirements of the assessment cycle.
- Maintain MIS marksheets, student report queries, and reporting templates for each assessment cycle.
- Prepare other adhoc student reporting throughout the academic year.
- Run missing data reports and resolve issues as appropriate.
- Quality control of all student reporting outputs.
- Support the tutor reporting process through gathering and compiling supplementary student information.
- Investigate and resolve data quality issues which impact the reporting process.
- Create and update all reporting documentation.
- Respond to internal and external reporting queries in a timely manner.
- Liaise with the Vice Principal to ensure external reporting communication is accurate and up to date.
- Support with appropriate administrative tasks to maintain an effective reporting and administrative service.

- Prepare the Academy for the implementation of Sixth Form reporting requirements, including but not limited to reporting queries and templates, MIS data set additions.

### **Analysis:**

- Interrogate the data available and present it in a format which effectively allows staff to improve learning and raise attainment.
- Use the MIS data to help evaluate whole school performance, producing regular reports and analysis for the Academy Leadership Team and other staff members.
- Use data to identify and monitor the progress of specific groups of students.
- Prepare accurate and timely exam results analysis as directed by the MAT Data Manager.
- Prepare the accurate and timely return of exam results data requests from external bodies including but not limited to the Local Authority, LDBS.
- Generate and maintain target grades for all students across the Academy from Key Stage 3 to Key Stage 5.
- Ensure the MIS is updated accurately with key annual data sets including but not limited to Pupil Premium data, CATs data, Key Stage 2 results data.
- Become an expert in operating the Academy MIS system (Bromcom), including the assessment and reporting modules, and to be able to assist others with its operation.
- Support the Academy in the adhoc preparation of reports through the proficient use of Excel.

### **Administration:**

- Assist the Vice-Principal in the preparation and implementation of the whole school timetable. To be a member of the relevant Timetable Group in the Academy, working as directed by the Vice Principal.
- Be responsible for the promotion of the curriculum on the MIS system and creation of timetables for students.
- Be responsible for the changes of staff timetables and class assignments throughout the academic year.
- Support key tasks carried out by the MAT Data Manager.
- Undertake other appropriate duties at the request of the Vice Principal, Principal or Executive Principal.
- Attend occasional evening events (e.g. Open Evenings).
- Communicate effectively with staff, students, parents and external agencies.
- Take part in the Academy's staff duty rota.
- Cover key tasks carried out by others in the wider administration team.

### **Qualifications and Experience**

The successful candidate will possess 5 GCSE (at Grade C or above), or equivalent, including Maths and English Language. Excellent IT skills including Microsoft Word and Excel are essential.

## **Professional Behaviour**

- To maintain high standards of professional behaviour towards colleagues and students.
- To lead by example and to follow the Academy's dress code and code of conduct.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach and to be prepared for the unusual.
- To uphold and actively support the Academy's policies and procedures on the safeguarding of young people.

## **Assessment**

- To continue personal development as agreed in performance management.
- To engage actively in the performance review process.
- To address the performance management targets set by the line manager.

## **Other Specific Duties**

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.
- To support the Academy in meeting its requirements as a Church School.
- To have a record of excellent health, attendance and punctuality.

**This Job Description is current at the date shown but, in consultation with you, may be changed by the Executive Principal, to reflect or anticipate changes in the job commensurate with the salary and job title.**

# **WREN ACADEMIES TRUST**

## **Wren Academy Enfield**

### **Person Specification – Data Officer**

#### **Professional Skills and Experience**

1. Possess appropriate qualifications and/or experience in a similar role.
2. Be an excellent practitioner with the ability to inspire others.
3. Preferably have experience of school administrative practices and of working in more than one institution.
4. Have excellent typing skills and be conversant with modern office software.
5. Possess intermediate level expertise in MS Excel and MS Word.
6. Preferably have relevant experience of working in comprehensive and multi-cultural environments.

#### **People, Relationships and Communications**

1. Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.
2. Be able to relate to all students and staff in a positive and constructive way.
3. Have qualities which earn the trust and respect of students, staff, parents and governors.
4. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
5. Possess good written and verbal communication skills.
6. Have the ability to relate positively to parents and other stakeholders and engage successfully in the life of the Academy.
7. Be able to build constructive working relationships with local schools and colleges, employers and the local authority.



## **Selection Process Details**

### **Application deadline**

Completed application forms must be received by 9.00am, Friday 18 October 2024.

### **Completing your application**

Candidates are asked to read the details in this pack carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria set out in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Your completed application and supporting statement should be emailed to [recruitment@wrenacademiestrust.org](mailto:recruitment@wrenacademiestrust.org). CVs will not be accepted.

### **Selection process**

The selection process will consist of a combination of tasks and an interview. Further details will be provided to the candidates shortlisted for interview.

### **References**

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that your referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

### **Safeguarding children**

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

### **October 2024**