



Pendle
Education Trust

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**DATA
MANAGER
APPLICATION
PACK**

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INTRODUCTION

WHY WORK FOR PENDLE EDUCATION TRUST

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to grow, welcoming new schools to our family. Currently we have five Academies within our family, and we are looking forward to welcoming new additions over the coming months and years:

Castercliff Primary Academy

Casterton Primary Academy

Colne Primet Academy

Pendle Primary Academy

West Craven High School

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts. Our vision is that every child should only be a short walk away from a world class school. We exist to empower, enable and inspire schools to provide an outstanding level of education and support through exceptional leadership, collaboration, innovative thinking and understanding of local needs.

In practice this means that we care passionately about all the children in our academies and believe in the difference our work can make to their lives. We have a fantastic staff of over 350 people across our academies – all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff.

You will have an excellent benefits package including a final salary pension scheme, a generous holiday entitlement and sociable hours of work. We are a flexible and supportive employer and would consider job share or part-time working applications. Please visit our website for more information about Pendle Education Trust.

JOIN US

COLNE PRIMET ACADEMY



Now is a really exciting time to be joining Colne Primet Academy as we go through a period of rapid expansion, both in terms of staff and student numbers and with extensive new building and refurbishment work completed in September 2024.

We currently have 875 students on roll from a diverse range of backgrounds, and the students numbers continue to grow up to our full capacity of 1050 over the next few years. Throughout the school, we have students who speak 23 different languages. Working with such a diverse community brings lots of opportunities for students to learn more about each other and themselves.

By joining the Primet family you will become part of a supportive and ambitious team. The core drive of being part of the Primet staff team is about wanting the best for our students, and to help them overcome any barriers to their success. Our aim here at Colne Primet Academy is to give each and every child the very best educational start in life. At all times, we guide, support and inspire.

We collaborate with our colleagues at West Craven High School as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

We are proud of the positive atmosphere that exists within the Academy. Visitors very often comment on the calm and orderly surroundings and the warm, welcoming and friendly ethos we have created. We believe that high achievement comes as a result of a positive atmosphere, high expectations and mutual respect.

Our core values are based on the Primet Positives: Progressing, Respectful, Inclusive, Motivated, Expressive and Together. These values are embedded in everything we do throughout school, and we are very proud of what Colne Primet Academy stands for in its community – we hope you want to be a part of that too.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application.



#PROUDTOBEPRIMET



Mrs Julia Pilkington
Principal

VACANCY

DATA MANAGER

Salary	Grade 7, SCP 19-25. Pro rata salary £31,067 – £35,325. Actual salary £23,236 – £26,421.
Role Details	Full time (37 hours per week) term time plus 1 week non-term time (39 weeks per year), but part-time applications are welcome
Required	As soon as possible
Closing Date	9am on Monday 12th May
Interview Date	Between 14th to 21st May



#PROUDTOBEPRIMET

JOB DESCRIPTION

DATA MANAGER

Purpose

To manage and utilise data in the academy's MIS and associated systems, ensuring that data is recorded and stored accurately and used effectively to improve attainment and other key metrics.

Role Responsibilities

- To work with the Leadership Team to develop and manage all aspects of school data and Information Management Systems, to ensure they are equipped with accurate and timely information to inform and drive improvements in standards of performance
- Development and maintenance of school's Management Information System (SIMS) and other software to provide tracking, monitoring and analysis.
- Maintain an accurate database of information, monitoring the submission of relevant data by staff in accordance with data input and maintenance procedures, ensuring accurate recording and storage of student data.
- Establishing systems and procedures of data capture, recording and reporting student attainment, attendance, behaviour and progress data.
- To provide specialist professional advice and guidance to teaching and support staff in the use of systems and data to improve attainment and other key metrics.
- Design, development and production of complex marksheets and report templates. Working with staff to identify their data requirements, putting in place solutions that address these needs.
- Provide accurate data and information to support accurate Self-Evaluation and monitor progress of ADIP (Academy Development and Improvement Plan) priorities; providing detailed, comprehensive and understandable verbal and written reports/analysis of data trends and complex data as required.
- Provide administration support for intervention strategies of key groups of students.
- Produce and submit termly School Census to the DfE, and other statistical government returns.
- To have specialist knowledge to develop new and innovative processes and procedures for data tracking across the school.
- Maintain awareness of the changes to DfE (Department for Education) and Ofsted accountability measures and developments in the use of data and target setting within the education sector, advising of the implications on tracking systems and analysis to leaders.
- Maintain awareness of updates and training SIMs and other data systems used.
- Ensure all data is kept secure and fulfils the requirements of the GDPR (General Data Protection Regulations).
- Allocate and maintain user accounts for online services such as DfE Secure Access, SMID, FFT and ClassCharts; and act as administrator for these for the school.
- Contribute to in-house training as required.

JOB DESCRIPTION

DATA MANAGER

Trust Responsibilities

- Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively.
- Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation.
- Value diversity and promote equality.
- Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies.
- Contribute to cross-Trust events.
- Adhere to Trust policies and procedures including Health and Safety. Be responsible for safeguarding and promoting the welfare of children and young people.
- Any other duties that the Principal considers appropriate.



PERSON SPECIFICATION

DATA MANAGER

Qualifications

Degree or higher level qualification in a relevant IT, Business, Information Studies or Data Management field. **Desirable**

Level 3 or higher qualification in IT, Business or Information Studies or equivalent experience or demonstrable ability to produce work to this standard. Or significant experience in a similar role to be able to demonstrate equivalent knowledge. **Essential**

4x GCSEs at C or 4 and above (or Level 2 equivalent) qualifications, including in English and Maths. **Essential**

Emergency First Aid at Work (or willingness to undertake and maintain First Aid training). **Desirable**

Experience

Experience of using IT systems for inputting, retrieving and analysing data to ensure the effective and accurate management of data. **Essential**

Experience in the use of school Management Information Systems (MIS) or other school data systems. **Essential**

Experience of using reporting and other tools in SIMS. **Desirable**

Experience of the manipulation and checking of large data sets. **Essential**

Experience of working in a similar role within a secondary school setting. **Desirable**

Experience of completing School Census and other DfE returns. **Desirable**

Experience of problem solving, evaluating information and applying criteria to make informed judgements. **Essential**

Knowledge and skills

Ability to bring high levels of precision and speed to the tasks required to ensure rigorous data validation together with high levels of attention to detail, whilst meeting deadlines. **Essential**

Knowledge of legislation and good practice about data confidentiality, data protection, freedom of information and data security. **Essential**

Ability to communicate effectively with staff at all levels, both written and verbal. **Essential**

Ability to understand and interpret technical documentation such as statutory guidance, legislation and ensure that new requirements are reflected in data output, software instructions or statistical methodologies. **Essential**

A high level of technical skill and ability in dealing with database queries, development of systems to automate processes, including a high level of skill in the use of MS Excel & other databases. **Essential**

Ability to present analysed and performance information to a high level of quality and design, using a wide variety of different methods and approaches. **Essential**

Effective time-management and prioritisation skills to meet deadlines. **Essential**

PRE EMPLOYMENT CHECKS

Please note: All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you're interested and would like to submit an application, please complete our online application form via our website careers.pendleeducationtrust.co.uk

Equal Opportunities statement

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

Rehabilitation

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.





Pendle
Education Trust

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Company Registration Number

08263591

Place of Registration

England and Wales