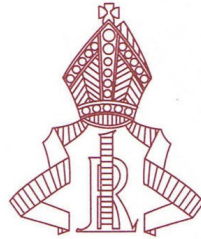


Bishop Luffa School

Data Management Assistant

Information Booklet





Bishop Luffa Learning Partnership

The Bishop Luffa Learning Partnership Multi Academy Trust was established in October 2020 and consists of Bishop Luffa School, which has a thriving Sixth Form, and Rumboldswyke Primary School.

Bishop Luffa School sits on a large site, just to the west of Chichester and has 190 staff and over 1500 students. Rumboldswyke School is situated near the centre of Chichester, with 12 staff and 53 students.

We strive to give students an experience of school that reflects John 10:10 'I have come in order that you may have life – life in all its fullness'. We are focussed on giving students the opportunity to explore different subjects, different sports and different hobbies and forge an identity that is their own. Guiding all of this is a belief that a full life flows from a relationship with God.

Our expectation for staff and students' conduct in school is based on John 15:12 'Love each other as I have loved you'. This has been turned into our school motto: 'Always our best because everyone matters.'

The Partnership is looking to appoint a Data Management Assistant based at Bishop Luffa School. This is an extremely exciting time for staff to join a growing and ambitious Multi Academy Trust and successful candidates can expect to receive a warm welcome into a very supportive partnership.

I look forward to meeting interviewees in due course and if you would like to come and visit the school before applying please do not hesitate to contact me.

Mr Mark Nicholds
Chief Finance Officer
Bishop Luffa Learning Partnership
(nicholdsm@bishopluffa.org.uk)



Our Vision

Our aim is to show every child what 'life in all its fullness' means.

We are a school of hope, where students are invited to explore their God-given potential.

Staff at Bishop Luffa commit to:

- ◇ Inspire all students to be ambitious about their futures
- ◇ Encourage and develop leadership amongst students and staff
- ◇ Develop Partnerships within, and beyond, the school
- ◇ Foster engagement in personal and spiritual development
- ◇ Nurture a sense of belonging to a safe school and the wider world



About Us

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1566 pupils including 336 Sixth Form students, serving a wide area around Chichester. The school was founded in 1963 to give Christian families a place where their children could be given a high quality education based on Christian values. In 2013 the school became an Academy.



Our school proudly encourages students to explore a wide range of subjects and extra-curricular activities. At the last count, there were 49 clubs running regularly. We celebrate learning outside of the classroom in a number of annual events, such as 'Fruition' which showcases the Arts and Technology and our fiercely contested House competitions in Sports, Dance and Drama. We award a House Cup every year for the House that gains the most House Points.

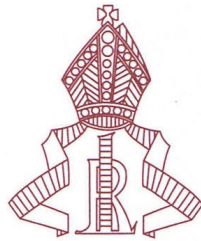


We want three things from our students: that they join-in, that they contribute to the school community and that they take their turn as leaders. Each House has a council led by its House Captains, and this feeds into our School Council, which is chaired by our School Captains. The School Captains regularly attend meetings with the school leadership team.

Each year group is served by a member of our clergy team, who are drawn from churches in the local community and reflect the diversity of the Christian faith. We also have a Worship Team of staff and students, who write and deliver the 'Connect' programme, which helps students to learn about their spiritual life.

Our ethos, and the tremendous support that we get from parents and carers, leads to our students achieving excellent results and following exciting careers. We are proud of our school and look forward to welcoming a new member of staff into the team.





Data Management Assistant

Grade 6

£21,269 – 22,571 pro rata salary range

£18,611 – 19,579 actual salary range

Term Time only + 5 INSET days and 3 weeks during school holidays

"An outstanding school" – Ofsted 2008

We are looking to appoint a Data Management Assistant to join our school data team. You will play a key role working alongside the Data Manager to provide teachers with accurate, up to date and timely pupil management information to maximise their progress and inform teacher appraisal. This is a 34.5 hours per week position, term time only + 5 INSET days and 3 weeks during the school holidays. Once training and probation period have been completed there is the opportunity for some home working.

Opportunity to act as a Data Protection Officer for a suitably qualified/experienced candidate—details on request.

This is an outstanding opportunity to work and develop within a supportive, committed and forward-looking school. Details of the post and how to apply are available on the school website:

www.bishopluffa.org.uk/vacancies

The closing date for applications is Tuesday 18th October 2022 and interviews will be held in the same week.

The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.

Job Description

Data Management Assistant

Role:

To work with the data manager to ensure the accurate maintenance of pupil and student records within our MIS (Management Information System) Arbor, arrange data collections and produce reports and analysis required by parents, Heads of House, Heads of Faculty and teaching staff in support of monitoring and evaluation processes and appraisal.

Responsible to: Data Manager

Responsible for:

Strategic

- Working with the Data Manager, other teaching and support staff, develop reporting structures and formats that allow for the quick, accurate and useful analysis of data collected in our MIS.

Operational

- Ensure the completion, publication and distribution of student reports
- The production of faculty level data analysis to support HOF's in their analysis of pupil progress, for staff to inform interim and final appraisal meetings and for HOF to enable their SEF and exam results analysis.
- The creation of reports from Arbor for Heads of House and tutors to allow the effective monitoring of behaviour and support meetings
- The maintenance of timetable data sets throughout the academic year to reflect minor changes to PPA's, meetings and rooming
- To support the maintenance of accurate class lists in Key Stage 3 & 4
- To support the accurate recording of basic information for new students in school
- The processing of data change requests
- To administer staff login details for Arbor and SISRA analytics
- Act as a contact point for individuals whose data is processed (for example, staff, pupils and parents), including:
 - Responding to subject access requests
 - Responding to other requests regarding individuals' rights over their data and how it is used

Working with the Data Manager:

- Ensure that appropriate and accurate data is available in third party systems relying on data from Arbor including: Room Booking system and Parents Evening system.
- To set up and ensure smooth usage of the options system
- To produce reports required to monitor the effectiveness of intervention from Pupil Premium and SEND additional support

Person Specification

Data Management Assistant

How to fulfil the role

In order to fulfil this role effectively, the Data Management Assistant will want to develop the following qualities and characteristics, and a CPD programme will be an element of performance management. The person will also be required or to develop an understanding of school data and have a sense of when data is incorrect. The person will need to be able to learn new IT systems quickly and understand how these systems are related.

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
QUALIFICATIONS AND EXPERIENCE			
Minimum of 3 GCSEs Grade C or above, or the equivalent. Must include Maths and English	✓		Application form and interview
Demonstrable experience of the use of Excel and Word.	✓		Application form and interview
Advanced PC skills, especially using packages for analysis Excel, spreadsheets and databases.	✓		Application form and interview
Knowledge of/or previous experience of working in a school environment.		✓	Application form and interview
Knowledge of Arbor. Knowledge of software such as SISRA and ALPS.		✓	Application form and interview
A commitment to safeguarding the welfare of children	✓		Application form and interview
KNOWLEDGE and SKILLS			
Analytical skills and self-motivation.	✓		Application form and interview, professional references
Good communication skills.	✓		Application form and interview, professional
Knowledge of database set up and operation.	✓		Application form and interview, professional
Numeracy and literacy skills to read and understand technical language and instructions.	✓		Application form and interview, professional
A working knowledge of school assessment and grading systems.		✓	Application form and interview, professional
A working knowledge of third party systems such as FFT, ALPS and SISRA.		✓	Application form and interview, professional references

Person Specification (cont'd)

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
PERSONAL QUALITIES AND ATTRIBUTES			
Able to prioritise own workload and meet tight timescales.	✓		Application form and interview, professional references
The ability to focus on detail and accuracy when compiling reports and present data in an easily accessible way.	✓		Application form and interview, professional references
The ability to maintain confidentiality.	✓		Application form and interview, professional references
Friendly and patient manner.	✓		Application form and interview, professional references
Commitment to supporting the distinctive nature of a Church of England School	✓		Application form and interview, professional references

Hours per Week: 34.5 hours term time only + 5 INSET days and 3 weeks in the school holidays to include Wednesday and Thursday in the 3rd and 4th week of August (to support processing GCSE/A levels)

Grade: Grade 6

Date last reviewed: 3rd October 2022