



Opportunity to join an 'Outstanding' all-through academy specialising in mathematics and citizenship.

Data & Cover Officer Candidate Information Pack

December 2024

Dear Candidate

Thank you for taking the time to find out more about Ark Academy in Wembley Park and the possibility of working here. Included in this pack is information about the academy, ARK schools (who sponsor the academy) and the role of Data & Cover Officer.

This is a unique opportunity to join a community of staff striving to maintain and continuing to create an outstanding comprehensive school. We are looking to recruit a skilled and committed Data & Cover Officer to work within our data team.

Ark Academy is an all through school that offers excellent learning from nursery through to higher education. In an all through school, school parents can expect their son/daughter to transfer seamlessly from primary to secondary school. We now have three years of Ark primary students who have transferred to secondary. We are one and share the same values and expectations. Our aim is to ensure that all our pupils develop as high achieving, confident, articulate young people whose education fully equips them to go on to university or the career of their choice and this starts from an early age.

To apply, please complete the application form and email to d.mckenna@arkacademy.org by **8:00am Monday 13 January 2025**. For an informal, conversation about the role, please contact Shannon McGrath (Assistant Principal) 020 8385 4370 s.mcgrath@arkacademy.org

We wish you the best with your application

Delia Smith OBE
Principal



Ark Academy

The Principal

Delia Smith is the founding principal of Ark Academy. Previously she was the headteacher of St Angela's Ursuline School in Forest Gate for 14 years. She has also been a schools' inspector and was awarded an OBE for services to education.

About Ark Academy

We are a non-selective school specialising in **mathematics** and **citizenship** that serves children of all abilities. Our commitment is to know every pupil as an individual, and to foster the principles of team spirit, responsibility and care for others. Our pupils enjoy both a nurturing environment and the social benefits of a small school and the range and resources of a large, well equipped academy.

Facilities

Our buildings were designed by award winning architects Studio E (who created the successful design for City of London Academy in Southwark) and are organised to support calm and ordered learning. Pupils have access to specialist indoor and outdoor sports facilities, excellent science and ICT facilities, music, Design and Technology, art and drama studios and a 150 sqm, well-stocked and up-to-date library as well as inviting and well-equipped classrooms



About ARK Schools

ARK Schools is an education charity set up in 2004 to create a network of high achieving, non-selective, inner city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. ARK Schools has no faith affiliations.

All the ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 40+ schools in the UK across London, Portsmouth, Birmingham and Hastings Each of our schools has its own distinctive character, reflecting its local community.

Job Description: Data & Cover Officer

Reports to: Assistant Principal – Data/Assessment/Exams/TT
Start date: ASAP
Salary: Scale 7 pt 14 £33,130. (Scale range 14- 24)
Hours: Full time 36hrs per week, all year round (7:00am – 3:00pm)

The role

To maintain up to date records of student personal and assessment details, ensuring that the information kept is both accurate and confidential.

Key responsibilities

- To take responsibility for all areas of data input, output and integrity within BromCom including attendance & behaviour reporting, census returns, admissions/leavers, exclusions, timetabling, student details, staff details, supporting the exams office in the importing of examination data, maintaining assessment system, recording students' special needs through the co-ordination and working with the SENCO, rewards & house points
- To collect assessment data from individual teaching staff using established procedures in order to ensure student information is gathered and entered in to relevant systems
- To manage the staff absence cover process within the Academy in conjunction with the member of SLT responsible for Cover.
- To maintain the Assessment records of student progress, making sure that all information held is accurate and reliable for the Vice Principal responsible for Assessment and Data
- To provide reports, as requested, for the EfA, LA, Governing Body, Principal, SLT, staff, students and parents regarding assessment information, ensuring the provision of accurate and appropriate information to relevant parties
- To provide Assessment and Target information for students and staff across the Academy
- To work with the member of SLT responsible for Assessment and Data in the setting of targets for students in each year group
- To assist with the Academy's annual students reporting procedures ensuring that students receive regular and timely academic feedback
- To maintain relevant databases, including personal records on students, using BromCom, the Student Information Management system, in order to ensure that they are up to date and fit for purpose
- To assist the Examination Officer when the need arises in order to meet the needs of relevant teams and individuals around the school
- To assist in the management of the casual admissions and leavers procedure, ensuring that the Office Manager liaises with students and collects and stores the relevant information, in order to ensure the smooth running of the process
- To report on exclusions to the LA
- To coordinate data and systems across the Academy aimed at ensuring the Principal has access to up to date and accurate information at all times including attendance information for the Pastoral Team and that the appropriate reports are generated as needed
- To attend Ark Network Meetings for Data Managers across the network
- Undertake other various responsibilities as directed by line manager

Other

- To undertake training and development relevant to the post and in line with the Academy's developing profile.
- Undertake any other tasks as directed by the Principal or line manager.

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the postholder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the postholder subject to the Principal's approval.

Person Specification: Data Manager

Qualification Criteria

- Right to work in the UK
- Qualified to degree level or equivalent.

Experience

- Experience of working in a similar role in a school environment
- Experience of working with CMIS or SIMS
- Experience of working with Scheduler.

Personal characteristics

- Genuine passion and a belief in the potential of every pupil
- Helpful and positive nature, calm and caring
- Flexible and committed
- Understanding of the importance of confidentiality and discretion.

Specific Skills

- Excellent IT skills, included advanced expertise in Microsoft Excel and Microsoft Access
- Good administrative and organisational skills
- Good written and oral communication skills.

Other

- Commitment to the safeguarding and welfare of all pupils
- This post is subject to an enhanced Criminal Records Bureau disclosure.

Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.

ARK Safe Recruitment Procedure

ARK is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosures

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

WHERE TO FIND US



Wembley Park (Jubilee/Metropolitan Line)



Chiltern Railways



Buses: 206, 245, 297, 83, 182

By Car: A479

Postcode for satnav: HA9 9JR

A406 North Circular Road (15 minutes away)

Ark Academy Bridge Road London HA9 9JP

Tel: +44 (0)20 8385 4370

Email: admin@arkacademy.org

Website: www.arkacademy.org

