

December 2024

Dear Colleague

Thank you for your interest in joining us at Myton School.

I am delighted that you have requested further information about this vacancy and hope that you will be sufficiently inspired to submit an application.

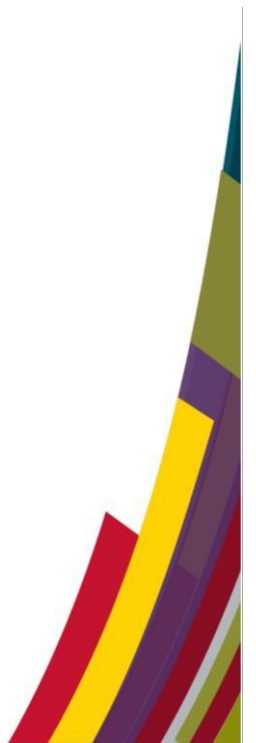
We warmly welcome informal enquiries to the Head of Department, or via our HR Team. The Deputy Heads, Neil Phipps and Liz Curtis, would also be very happy to talk to you about the culture and ethos at Myton and our plans and aspirations for the future.

We are immensely proud of our school and our place in the local community and can assure you of a warm welcome if you do come to join our staff in the near future.

Yours sincerely



Andy Perry
Head Teacher



INFORMATION FOR APPLICANTS

Data Officer

Closing date: 9.00am on 16 December 2024

Interview Date 18 December 2024

The following guidance is to help you to provide the necessary information we need to give your application appropriate consideration and also give you an insight into how your application will be handled.

Covering Letter

Please attach a covering letter to explain the reason for your application and outlining your suitability for the role. This will assist those who are short-listing the applications and enable them to assess quite quickly how closely your application meets the criteria for the post (i.e. the person specification).

Application Form

A Myton School Application Form must be completed for you to be considered for the role. Please complete the online application form which you can access from [Support Staff Vacancies - Myton School](#). Alternatively you can request an application in Word format, or paper copy by emailing vacancies@myton.co.uk and making this request. You can include a CV as additional information if you wish. If you need to include more information on any section please attach a continuation sheet to your application form.

Please note that, if your application for employment is unsuccessful, Myton School will hold your data for 6 months after the end of the relevant recruitment process. For further information on this, please refer to our [Privacy Notice for Applicants](#).

Employment History

Please provide a FULL history of your current and previous employment and record any gaps in employment with details of your activities during these periods.

Returning Your Application

Completed applications and any supporting information should be received by the advertised closing date. NB: This is usually by 9.00am unless stated otherwise.

Online applications via the school website (www.mytonschool.co.uk) are preferred and should be submitted by the closing date.

- **E-mailed applications** should be sent to vacancies@myton.co.uk
- **Postal applications** please address as **“Job Application for the post of ...”** to identify it more easily from the general post. *Please ensure correct postage (e.g. Large Letter) is used as Royal Mail will withhold all insufficiently stamped mail until a fee is paid by the school which could mean missing the closing date.*

References

Please contact your referees in advance and give them permission to provide a reference to us should we need to do so to abide by current Data Protection regulations.

Please provide details of two appropriate referees including your most recent employer and, if applicable, a reference from any previous educational employment you have had. We do not normally accept references from relatives, friends, work colleagues etc. or open references i.e. not written in relation to the specific post for which you are applying.

If your application is short-listed, references will be taken up before interview. This is to enable the panel to be aware of any information they may need to discuss with you at interview. If you don't want your referees to be contacted before interview, if your application is short-listed, please indicate this clearly on the application form.

Criminal Record Declaration

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions, bind-overs, and warnings, including those otherwise regarded as “spent”, must be declared. However, certain convictions and cautions are considered ‘protected’ meaning they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Should you have any record to declare, please provide details on the Declaration form and bring this with you if you are invited to interview in an envelope marked *Confidential FAO HR Manager*.

Short-listing

Short-listing normally takes place immediately after the closing date. The information you provide on the application form will be scrutinised and assessed against the criteria in the person specification, and the stated job requirements. This process will be carried out by more than one person to ensure objectivity. An online search of all shortlisted candidates will be performed prior to interview.

Contacting You

We do endeavour to contact all applicants regarding the outcome of their application as a matter of courtesy. You should expect to receive a communication from us within two weeks of the closing date, although on occasions it may take longer than this (for example, if we need to involve a number of people in the short-listing process or over school holiday periods).

Attending Interview

If you are invited for interview you will be asked to bring certain documents with you including proof of identity (preferably photo-ID), a DBS Disclosure if you have one and any relevant qualifications. We may also conduct remote interviews via a video link where appropriate.

Enquiries

If you have any queries regarding your application or the information sent to you, or to confirm that your application has been received, please contact vacancies@myton.co.uk or 01926 493805 ext 225. Please use email only during school holiday periods.

Thank you for your interest and we look forward to receiving your application by the closing date.

Kind regards

Lisa Taylor
HR Manager

Person Specification

Data Officer

*A = Application I = Interview T = Test

Knowledge and Experience

	Essential	Desirable	How Assessed *
• Experience of working in a busy environment	E		A/I
• Sound knowledge of using Microsoft Office, Word, Excel and Outlook	E		A/I/T
• Appropriate level of data protection and confidentiality awareness	E		A/I
• Experience of working within an education environment		D	A/I
• Knowledge of SIMS [School Information Management Systems]		D	A
• Knowledge of school policies and procedures e.g. GDPR Compliance		D	A/I

Skills and Abilities

• Accurate and efficient data input and data checking skills	E		A/I
• Ability to use a database effectively		D	A/I
• Able to communicate appropriately with and relate effectively to parents, outside agency staff, students and teaching staff	E		A/I
• Able to use initiative to deal with situations	E		A/I
• A common sense approach to daily problem solving	E		A/I
• Time management skills	E		A/I
• Ability work under pressure	E		A/I
• Excellent organisation, prioritisation and time management skills	E		A
• Able to react calmly, confidently and positively to a variety of situations	E		A
• Ability to act as a positive ambassador for Myton School to external stakeholders	E		A
• A competent user of ICT	E		A/I/T
• Ability to work in a team and accepted delegated responsibility	E		A/I
• Ability to form good working relationships with colleagues, young people and stakeholders	E		A/I

Personal Attributes

• Suitable to work with children and safeguard their welfare	E		A/I
• To be motivational, approachable, enthusiastic and sympathetic in understanding the needs of students	E		A/I
• Confident, enthusiastic and self-motivated	E		A/I
• Demonstrate professionalism, loyalty and integrity	E		A/I
• Comfortable in dealing with difficult phone calls	E		A
• Willingness and a positive approach to personal development and training	E		I
• Flexible approach to work with a willingness to be flexible with working hours to respond to the needs of the school (especially during exam periods and in school holidays, as required)	E		A/I

Job Description

Post Title: Data Officer
Reporting to: Data and Processes Manager

1. Job Summary / scope / purpose

- To provide a full administrative service in the recording and reporting of student data with attention to GDPR compliance and confidentiality;
- Maintenance and accuracy of student data within the Management Information System (MIS), including assessment and course manager modules (or equivalent);
- Support staff in any duties relating to student data throughout the School.

2. Key Responsibilities

- Work with the Data and Processes Manager, as required, in any duties relating to data management throughout the school;
- Collate, input and maintain up-to-date and accurate student records in the MIS, including assisting with student CENSUS administration and mark sheets, medical information;
- Responsible for the maintenance and accuracy of student academic information, e.g. student admissions, student timetables, subject option choices;
- Support the Data and Processes Manager with student data collections, including proof reading information sent to parents, e.g. reports;
- Working with key staff around the school, e.g. Admin Manager, Exams Manager and Operations Manager to ensure accurate data entry as required;
- Support and train staff in using the MIS;
- Support staff in the production of reports using the MIS;
- Provide data for external bodies, including the DfE and local authority ensuring it is accurate and timely;
- Attend SIMS User group meetings, as required, and disseminate information as needed;
- Support, in Attendance Officer's absence, to ensure the accurate recording of student absence and raise concerns for high risk students to DSL;
- Liaising with staff, students, parents, Warwickshire Local Authority and outside agencies to obtain or provide information;
- Compliance with the requirements of the Data Protection Act / GDPR.

Responsibilities of all staff

- Contribute to School events as and when required;
- Support and contribute to the School's vision that 'No Child Is Left Behind';
- Be committed to the protection, safeguarding and welfare of children and young people;
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times;
- Be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equality of opportunity;
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description;
- Be courteous to colleagues and provide a welcoming environment to students, visitors and telephone callers.

3. Responsibility for Staff

- None

4. Level of Supervision

- The post-holder will report to the Data and Processes Manager.

5. Summary of main terms and conditions

The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment for Support Staff.

Grade	<ul style="list-style-type: none"> • Grade B (Scale points 5-7 on the NJC pay spine for Support Staff).
Salary	<ul style="list-style-type: none"> • The full-time equivalent salary range is £24,790 - £25,584 per annum (pro-rata). • The actual salary, based on the hours per week and working weeks plus holiday entitlement per annum, is within the range £16,175 - £16,693 per annum.
Starting Salary	<ul style="list-style-type: none"> • The actual salary is calculated based on the hours per week, the working weeks per annum including a pro-rata holiday entitlement per annum. • The starting salary will normally be at the minimum of the salary scale, unless incremental points are awarded for skills and experience. Thereafter, progression will be by annual increments, subject to satisfactory performance.
Hours	<ul style="list-style-type: none"> • 27.5 hours a week over 4 or 5 days per week during the specified working weeks. There is also an unpaid break of a least 20 minutes per day if working over 6 hours per day. • Specific working hours are flexible and can be agreed at interview.
Working Weeks	<ul style="list-style-type: none"> • 39 working weeks per annum including term-time plus Staff Training days. • Staff are generally not expected to request time off for holidays etc. during term-time unless in exceptional circumstances.
Probation Period	<ul style="list-style-type: none"> • New appointments are subject to successful completion of a six-month probationary period (or 1½ terms).
Supervision of/support for students	<ul style="list-style-type: none"> • As part of your responsibilities you may be required to assist with the supervision of students at break or lunch time, or assist with students during Form Time, or with assisted reading as part of your contractual working hours.
Notice period	<ul style="list-style-type: none"> • A minimum of one month in writing to terminate at the end of a calendar month (i.e. at least one complete calendar month).

The job description outlines in general terms the main responsibilities of the role, which the post-holder will be expected to undertake. It does not list all the tasks and duties of the post-holder or specify the particular amount of time to be spent on carrying them out and no part of it may be so construed.

The job/responsibilities described may vary or be amended from time to time without changing the overall level of responsibility associated with the post. The job description may also be reviewed and amended from time to time by the School in consultation with the post-holder, to reflect or anticipate changes in the job which are commensurate with the grade and job role.

CONDITIONS OF SERVICE FOR SUPPORT STAFF

Summary for Applicants

The terms and conditions of employment are stated in full in the contract of employment. A summary of the main terms and conditions is outlined below. Applicants can request details on any terms and conditions not specified below from the HR Department.

Working Hours

Your normal working week will be as specified in the job description. The standard working week for full-time employees is 37 hours a week. The job description will specify whether your post is for work during term-time only, whether you are required to work during school holidays and Training Days whether you are required to work regular or occasional additional hours or overtime.

Salary and increments

The salary is normally based on an incremental scale. Subject to satisfactory service and at least six months' service in the grade, an increment is payable on 1st April each year until the maximum of the grade is reached subject to satisfactory performance.

For term-time employees, the annual salary is calculated on the number of weeks worked plus statutory annual leave and a pro-rata holiday entitlement for additional holiday above the statutory minimum. This is paid in equal monthly instalments throughout the year or for the duration of the contract.

The salary in the first year of employment will reflect the working weeks remaining in that leave year and therefore may be different to salary paid thereafter. Further details will be outlined in any offer of employment.

Probation Period

This appointment is subject to a 1½ terms or six-month probationary period.

Notice Period

You are required to give one month's notice in writing to terminate your employment.

Annual Leave

23 days' annual leave entitlement plus 12 Bank/Additional Holidays, rising to 26 days after 5 years' service (salary calculations for leave will be on a pro-rata basis for part-time staff, except for the statutory minimum entitlement).

Pre-employment checks

ID Checks: We will need to see original documentation that verifies your name, any change of name, date of birth, current address and photo ID. This will normally always include a birth or adoption certificate and a passport (if the applicant holds a passport).

Criminal Record: All employment within a school requires an Enhanced Disclosure from the Disclosure and Barring Service (previously the Criminal Records Bureau). It is therefore essential that you are willing to complete a Disclosure application if offered the post. The Disclosure will include details of any cautions, reprimands or final warnings, as well as convictions, including otherwise "spent" convictions and other relevant information, such as police enquiries and pending prosecutions. Further information can be found at <https://www.gov.uk/criminal-record-checks-apply-role>.

Eligibility to Work in the UK: Under the Asylum and Immigration Act 1996 it is a criminal offence to employ anyone who is not entitled to live and work in the UK. The successful applicant is therefore required to produce one or more documents as specified in the Home Office list of approved documents as proof of his/her eligibility to work in the UK.

<https://www.gov.uk/government/publications/right-to-work-checklist>

Qualification: The successful candidate will also be asked to produce original certificates for any qualifications they hold which are relevant to the post to which they are appointed.

Health: The successful candidate will be required to complete a confidential medical questionnaire which will be assessed by our Occupational Health provider to ensure that s/he is able to meet the requirements of the role. In some circumstances a medical examination by a registered medical officer may be required.

Pension provisions

If you are over 16 you will automatically join the Local Government Pension Scheme (LGPS) unless your employment is on a casual basis. If you have made, or wish to make, alternative pension arrangements (e.g. the State Earnings Related Pension Scheme or a personal pension from an independent provider) you must apply to 'opt out' of the Local Government Scheme.

Continuous service

Myton School is an Academy Trust and therefore an employee's continuous service starts from the date s/he joins Myton School. The exception would be in the event of a redundancy where the academy recognises the effect of the redundancy payments (continuity of employment in local government, etc.) (modification) order 1999.

SUPPORT PROGRAMME FOR NEW STAFF

Staff Welfare

Promoting staff wellbeing is considered highly important at Myton; the school has a very proactive Wellbeing group that is involved in ensuring the welfare of staff through activities such as Well Being events, providing “breads and spreads” in the Staff Room, offering Flu- vaccinations on site and liaising with the Senior Leadership Team on matters such as the school calendar to ensure workload is managed.

There are also Mental Health First Responders, who can be available at a mutually convenient time, to have non-judgmental and supportive conversations on a one to one basis to support colleagues.

We also subscribe to Westfield Health, providing staff with free information, support and advice including telephone or face to face counselling.

Mentors and Buddies

All new staff will be ‘buddied’ with a friendly face in school. This person will be a carefully selected volunteer who will have your interests at heart. They will be a point of contact within your department or area in school and will be able to take you through some of the school systems and procedures on a one-to-one basis. They will also ensure that you are able to access the right training and people to ensure your induction is completed.

Training, support and assessment

Your Induction training will include the important basics including Safeguarding and Child Protection, Health and Safety, Data Protection and if appropriate, relevant software. In addition, there is a comprehensive annual programme of Twilight training sessions and all staff are invited to participate in any whole school training activities that they feel are appropriate to their needs.

All staff participate in an annual review process which provides an opportunity for an in-depth discussion with the line manager to agree work objectives and areas for future support as well as appropriate training and development.

The school is committed to providing the best possible professional support for **all newly appointed colleagues** Including regular monitoring, feedback and support.