



CANDIDATE INFORMATION PACK

Data and Cover Manager



CONTENTS



A Message from the Principal	Page 3
Skinnners' Academy History	Page 4
Skinnners' Academy Mission, Values and Specialism	Page 4
Staff Rewards and Benefits	Page 5
Job Description	Page 7
Person Specification	Page 11
Job Advertisement	Page 12

Dear Applicant,

Our Vision:

“Be the best you can’ this is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power of the curriculum and so intentionally have the following at the core of our practice:

- A pragmatic approach to pedagogical practice that reduces teacher workload
- Teaching powerful knowledge rather than parroting the knowledge of the powerful
- CPD which is rooted in the best educational research, often with a foundation in cognitive science

The Academy is on a journey from Good to Great and appointed a new Principal in September 2020 to ensure that this objective is realised. The recruitment of a well organised and analytical **Data and Cover Manager** is crucial to the success of this journey.

About You:

- You can motivate and inspire pupils to build on their current achievements
- You have excellent interpersonal skills and a commitment to collaborative working
- You are committed to working in an inner city school and believe that such schools should provide the best possible environment for academic success and personal development
- You have an excellent track record of outstanding teaching across Key Stages 3 to 5
- You are resilient and have a great sense of humour, as you never give up.

About Us:

- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.
- We have a high-quality teaching staff fully committed to supporting pupil’s academic and personal development.
- We offer excellent opportunities for your own professional development
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education

Thank you for your interest in our Academy. I look forward to receiving your application.

Shereka James
Principal

SKINNERS' ACADEMY HISTORY

Skinners' Academy, a school in the Woodberry Down (North Hackney) community for boys and girls aged 11-19, provides a world class education in a state-of-the-art building. The Academy opened in 2010 and is supported by the Skinners' Company, who is proud of the Academy being at the heart and hub of the local community.

The Academy provides a learning environment that is inspiring, exciting and motivating for every student. Therefore, with your contribution, we will challenge and support their paths to success.

Our "Be the best you can" ethos is applicable to both students and employees.

OUR MISSION

'Be the best you can'

Our Mission:

The Principal and Governors at Skinners' Academy believe that all children will be the best they can by working in active partnership with the Academy to achieve excellence for themselves and the wider community. The Academy will provide the necessary prerequisite skills, knowledge and experiences for children to ensure they have the opportunities to succeed. Not only will our young people be successful and productive citizens but, they will be a source of influence in the society that they live in, ensuring that they make sustainable and authentic contributions for future generations.

Our Values:

- Be Curious** - We will ask the right questions, learn from others, and look for ways to work smarter.
- Be Cooperative** - We will work in partnership with others to achieve our goals.
- Be Determined** - We will see challenges as obstacles that we can overcome. We will not give up.
- Be Kind** - We will be generous with our time and resources; we will show empathy.
- Be Respectful** - We are committed to upholding the values of equality and inclusion. We will not tolerate prejudice in any form.
- Be Outstanding** - Exceptionally good; this is what we strive for 100% of the time.

Our Specialism:

In our commitment to ensuring that our young people are not only prepared for every step of their learning journey but that they also have the agency to influence their future, we believe that Enterprise forms a crucial role in realising this. As an Academy we will ensure that students understand the skills of Enterprise and that they can use these effectively to carve out their desired futures.

"Enterprise is about motivating young people to learn and excel in their education and to see the relevance of their studies. It is more than the creation of entrepreneurs, it is about a can-do and positive attitude and equipping people with the confidence to develop ambitious career and vocational interests. Enterprise therefore supports the development of a wide range of work and professional skills and capabilities, including resilience, risk taking, creativity and innovation, as well as a self-belief that starting a business is a viable career choice and one of the most exciting and challenging things a person will ever do."

- Lord Young 2014

STAFF REWARDS AND BENEFITS

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Cyclescheme

Skinners' Academy is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

CycleScheme has also launched the UK's first Cycle to Work scheme for City Bike Hire, perfect if you can't have a bike of your own or if you want a multi-modal commute.

City Bike Hire enables staff to save 32-42% on the cost of bike hire membership. Cyclescheme has partnered with Santander and Brompton, with more exciting partnerships coming soon.

Discounted Mortgages for Teachers

Endorsed by the NEU, Teachers Building Society was established specifically to help teachers with smaller deposits buy their very first home. As the only building society dedicated to teacher lending, they not only reserve their best (cheapest) mortgage deals especially for teachers but they use their expert understanding of the education industry to make the home buying process as smooth and simple for teachers as possible. Buying a property with someone else? No problem, only one applicant needs to be a teacher.

Employee Assistance Programme

Our Employee Assistance Programme (EAP) is a package of emotional and practical support that provides the following:

- A range of counselling options including telephone, online or face-to-face sessions, and a mindfulness module
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations
- Financial, legal and practical support from qualified professionals on a range of personal issues
- Access to online health and wellbeing resources and a specialist information service

This free service is confidential and can be used to support staff with any personal or work-related issues that may be affecting their wellbeing.

Gift Vouchers for 100% Attendance

We really value staff commitment to each working day and as a token of this, each term, staff members who have achieved 100% attendance participate in a prize draw, offering them the prospect of winning £100 worth of LOVE2SHOP vouchers which is accepted in over 20,000 stores, restaurants and attractions.

Local Café Discount

One of our local cafés, [215 Hackney](#) kindly offers all Skinners' Academy staff a 15% discount on food and drinks upon presentation of their staff ID card.

They are a casual café and restaurant serving Middle Eastern breakfast, brunch/lunch and dinner with an East London Twist. They are located at 149 Woodberry Grove, Hackney, London N4 2SB.



Opening Hours are:

Monday - Friday, 8am - 6pm

Saturday, 8am - 6pm

Sunday, 9am - 6pm

London Borough of Hackney School Staff Offers

All employees of London Borough of Hackney schools can register for the borough's savings and discounts scheme where employees can enjoy 100's of offers on big name brands such as BT Broadband and supermarket digital gift cards. Employees can register for free using their school email address and Scheme ID Number.

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for Teaching Staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Running Club

Skinners' Running Club gives staff the opportunity to get active and join other runners within the Academy along a route which passes a climbing castle and sailing club, with beautiful views. All staff are welcome to join in, every Tuesday after the Academy day.



Social Events

The Skinners' Social Committee helps to connect staff during this challenging time by organising lively staff social events to ensure that staff get the opportunity to unwind and enjoy a well-deserved break from work.

Staff Wellbeing

Regular guided mindfulness meditation takes place accessed remotely via the Skinners' Academy All Staff Wellbeing Channel in MS Teams.

Regular Wellbeing Audits occur throughout the year, followed by a Wellbeing Action Plan, giving opportunities for staff, students and parents to suggest strategies that would positively impact wellbeing.

We encourage a culture of celebrating each other. 'Staff Shout Outs' can be sent via a link for members of staff to nominate a colleague they particularly want to celebrate each week.

Techscheme

The Techscheme is powered by Apple and Currys PC World and lets staff members choose from over 5,000 tech products from tablets and televisions, fitness trackers and phones, to games consoles and kitchen appliances. Staff can spread the cost from their salary via a salary sacrifice across 12 months and make a National Insurance saving of up to 12%.

JOB DESCRIPTION

Post Title:	Data and Cover Manager
Grade:	Scale PO1 (Spine Point Range 34 - 36) £36,486 to £38,053
Hours:	Full Time, 36 Hours per Week
Responsible for:	Cover Co-ordinator and Supervisor
Responsible to:	Vice Principal

Principal Accountabilities

- To be responsible for the management, administration and maintenance of the SIMS student management systems and processes within the Academy
- To be responsible for the management, administration and maintenance of pupil assessment data
- To be responsible for the management of teacher cover arrangements

Main Activities and Responsibilities

The duties outlined in this job may be modified by the Principal, to reflect or anticipate changes in the job, commensurate with the salary and job title.

- Pupil Assessment and analysis of data
- Support for data relating to examinations, both entries and results
- School Timetable and Curriculum management
- Maintenance of student records
- System Management
- Whole school data management
- Management of Cover arrangements

1. Pupil Assessment and Analysis of Data

- Creation and analysis of internal student assessment data
- Support Senior Leadership Team, Heads of Year and Middle Managers in developing and analysing student progress data as per the Academy calendar
- Sourcing and importing Key stage 2 & Key stage 3 results into SIMS (including for casual admissions)
- Producing Assessment templates for staff entries
- Producing half-termly assessment reports for pupil progress tracking.
- Preparing data for departmental self-evaluation, review and target settings processes.
- Producing statistical returns and exporting data as required for public bodies
- Producing all statistical information and analysis of both pupils and staff for various audiences
- Setting targets for students under guidance of SLT

2. Examinations

- Working with Examinations Officer ensuring accuracy of both entries and amendments.
- Supporting the Examinations Officer to ensure the efficient administration of external examinations including the analysis of student performances

- Supporting Examinations Officer in identifying rooming and staff availabilities

3. School Timetable and Curriculum Management

- Setting-up new dataset before timetabling process is commenced
- Running the year end process to upgrade existing teaching groups in SIMS
- Installing and configuring SIMS to the requirements of the timetable
- Working with SLT to create necessary blockings for different Key stages (i.e. Key stage 3, 4, & 5)
- Creation of teaching groups
- Population of pupil, staff, rooms, non-contact time and TA's
- Mid-term admissions timetable maintenance for both staff and pupils

4. Maintenance of Student Records

- Ensuring all student records are accurate and up to date in line with pupil census guidelines
- Working closely with Admissions Officer to ensure that data is entered in a standardised manner and providing support and training as necessary
- Generating and checking Pupil Census report and dealing with any errors
- Working closely with Admissions Officer in managing FSM entitlement updating on regular basis
- Overseeing on/off roll process and ensuring that all school and legal requirements are met, such as generating CTF's and updating attendance data
- Downloading CTF's for all admissions and mid-term admissions
- Working closely with Attendance Officer in setting up attendance calendar on SIMS at the start of each Academic Year
- Be responsible for checking attendance data for completeness prior to the submission of Pupil Census and assisting the Attendance Officer in resolving issues.

5. Whole School Data Management

- Liaising with SIMS to resolve any technical issues
- Ensure the completion of the relevant statistical data to external bodies, this will include but is not limited to: Annual Workforce Census, Pupil Census, Forvus, Raise Online

6. Management of Cover Arrangements

- Managing the day to day cover rota, co-ordinating teachers' schedules and assigning cover duty both internally and externally.
- Supervising cover staff and making sourcing decisions on day to day supply staff in order to maintain a high level of service to the Academy.
- Liaising with agencies to reduce costs.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. They may be required to do other duties appropriate to the level of the role, as directed by the Principal.

Key Organisational Objectives

The Postholder will contribute to the Academy's objectives in service delivery by:

- Working with pupils and their families
- Working with the Senior Leadership Team, Heads of School, Heads of Year, Head of Student Services, Advisers, subject staff, Curriculum Leads, administrative staff, SEN and Behaviour Team departments

- Working with external agencies such as Social Care, Police, Young Hackney, CAMHS, Alternative Provision providers
- Monitoring how vulnerable pupils are and using a number of strategies to address the needs of the pupils
- Taking part in meetings as directed by the Senior Leadership Team and the Head of Student Services
- To support the Academy's vision of pastoral support and Behaviour for Learning
- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the Academy's Equalities policies, demonstrating commitment and contribution to improving standards for students as appropriate
- Attend staff meetings
- Participate in staff training and development
- Develop links with Governors, LEAs and neighbouring schools/Academies
- Adopting Client Care and Quality Assurance initiatives
- Contributing to the maintenance of a caring and stimulating environment for young people
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children, candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Academy to ascertain details from the Disclosure and Barring Service (DBS) regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Person Specification

Job Title: Data and Cover Manager

	Essential	Desirable
Qualifications		
Educated to Degree level or equivalent		✓
Experience		
Experience of using Microsoft Office Suite	✓	
Evidence of managing MIS systems for reporting to management and other stakeholders	✓	
Experience of using Email/Internet	✓	
Experience of using Microsoft Excel and use of formulas to interrogate data	✓	
Experience of using SIMS or similar database	✓	
General office experience, including answering phones, providing a reception service and dealing with a range of administrative tasks at the same time.	✓	
Experience of dealing effectively with the general public	✓	
Experience of setting up and running a range of administrative systems	✓	
Skills		
Personal		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication skills in writing and orally at all levels	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to take accurate messages, follow up where necessary	✓	
Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc and maintain good working relationships	✓	
Ability to accurately input information on a database		
Flexible and willing to contribute to the success of the team		
Administrative		
Experience of using, setting up, maintaining and developing administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Being a first point of contact for directing calls/ giving relevant information effectively	✓	
Relations		
Have excellent interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
Ability to work some evenings		✓
IT Skills		
Fast and accurate keyboard skills	✓	
Word processing and typing skills	✓	
Good understanding of databases	✓	

Data and Cover Manager

**Salary: Scale PO1, Spine Point Range 34 - 36
£36,486 - £38,053**

**Contract Type: Permanent, Full Time
Required: February 2022
Location: North Hackney**

We are seeking to appoint a well organised and analytical Data and Cover Manager to be responsible for the management, administration and maintenance of the SIMS student management systems and processes, and pupil assessment data within the Academy. The successful applicant will also be responsible for the management of teacher cover arrangements.

Our Vision:

“Be the best you can” this is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power a community can have and so intentionally have developed a strong Academy community of dedicated and friendly support staff to inspire our pupils.

The Academy is on a journey from Good to Great and appointed a new Principal in September 2020 to ensure that this objective is realised. The recruitment of a well organised and analytical **Data and Cover Manager** is crucial to the success of this journey.

About Us:

- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
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- We have a high-quality teaching staff fully committed to supporting pupil's academic and personal development.
- We offer excellent opportunities for your own professional development.
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

Please note this post allows substantial access to children, therefore the successful candidate will be required to apply for, and hold, an enhanced DBS (Disclosure & Barring Services) certificate. The Academy will arrange this for you prior to you taking up your post.

To apply, please send a completed application form and monitoring form to:
recruitment@skinnersacademy.org.uk.

Please note that we do not accept CVs.

**The closing date for applications is 9am on Monday 10th January 2022
Interviews will be held w/c 17th January 2022**