



Job Application Pack

Djanogly Learning Trust

Data Analyst Administrator

Part time 20 hours per week, Term time only

Salary: Point 36 to 41 on the Djanogly Support Staff Pay Scale

£12,662 to £13,819 pro rata (£23,414 - £25,366 FTE)

Closing Date: 9am, Friday 24 September 2021

Interview Date: Week commencing 27 September 2021

Welcome from the Chief Exec



Dear Candidate

Thank you for showing an interest in joining our team at Djanogly Learning Trust. We have a simple shared mission here at Djanogly – to make a difference to the lives of our children and their families.

Children at our established academies are leaving well prepared for the next stage in their learning. End of key stage achievements are in line, above or rapidly catching up with national averages. Children make great progress in our academies, both in terms of academic achievement and in their development as future citizens. Our children are engaged and keen to learn, they are polite and supportive towards each other. Visitors to our academies always comment on the warm welcome and the calm atmosphere.

Where newer academies have joined our Djanogly family it's because they share our commitment to our children and communities as well as our drive to be the best we can be.

As professionals, we know that this doesn't happen by accident. We are committed to providing high quality support to all our staff, whatever their role. Our continuous professional development strategy is called 'Journey to Excellence' and through this, we ensure that everyone has opportunities that are unique to them.

A recent Ofsted at one of our primary schools states:

"The journey to excellence ethos permeates all aspects of the school...Staff are extremely positive about this approach and said that it helped them to improve"

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team. We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards



Liz Anderson
CEO
Djanogly Learning Trust

Application Details

We are seeking an experienced Data Analyst Administrator to join our highly committed Central Support Services Team in supporting our academies in the delivery of high quality educational provision to the children and young people we are privileged to serve. Working as part of the Trust's Central Services Support Team, you will be responsible for ensuring that we deliver an exceptional level of service across all our academies. Everyone in the Trust is committed to our Journey to Excellence and this is an exciting opportunity to join us on that journey.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Sarah Mead – HR Assistant, which clearly demonstrates your suitability for this role. Applications can be submitted via email to hr@djanogly.org with "Data Analyst Administrator" in the subject line, or by post, for the attention of Sarah Mead, to the following address:

Djanogly Learning Trust
Sherwood Rise,
New Basford
Nottingham
NG7 7AR

Application forms

This job pack can be found electronically at <https://www.djanogly.org/working-for-us/>. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application form arrives by 9am, Friday 24 September 2021.

Interview

Interviews for the role will take place week commencing 27 September 2021.

General Data Protection Regulation

Our privacy notice can be found at www.djanogly.org/privacy-notice.

Safeguarding and Child Protection

Djanogly Learning Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. All new staff with the Trust will be subject to an enhanced DBS check and all other safeguarding requirements in accordance with DfE legislation.

Senior leaders are all accredited Designated Safeguarding Leads who staff should refer any safeguarding concerns to straight away. All members of staff will receive training in line with our Safeguarding and Child Protection Policy.

Equal Opportunities

Djanogly Learning Trust welcomes enquiries from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

Djanogly Learning Trust

Job Description

Djanogly Learning Trust Vision

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

Job title	Data Analyst Administrator Reporting to Executive Headteacher
Hours and weeks	20 hours pw – days/times to be agreed with candidate Part-time - Term time only

Djanogly Values

Employees who demonstrate a commitment to our core values of Excellence, Resilience and Innovation will:

- Embody the belief that every child has the right to an excellent education and constantly strive to give every child the best opportunity to succeed and prosper through their contribution to the Trust
- Recognise and demonstrate the importance of working hard, showing resilience and paying close attention to detail to ensure every child achieves their best.
- Strive for excellence by demonstrating a commitment to innovation, engaging in CPD and constantly striving to improve provision and outcomes for pupils.

Djanogly Behaviours

Employees will demonstrate their professionalism and promote a positive culture by:

- Behaving in a professional manner at all times
- Developing professional working relationships with all colleagues and stakeholders, showing understanding and mutual respect in all aspects of their role
- Taking personal responsibility by paying attention to the small things to intercept issues before they become a larger problem
- Resolving any issues in a professional, calm manner, seeking support where necessary and always demonstrating kindness and respect for others
- Starting and ending the day with the same emotional constancy with every interaction.

Job Purpose:

Produce Trust data analysis reports to support our academies to further improve the educational experience for children

Job Responsibilities:

- Collect data from various systems, interpret the findings and produce reports as requested by CEO/Department Heads with accurate and timely data
- Reports to be produced are likely to include statistics for Academy on a page dashboard, absence reporting, staff turnover, accident data analysis for H&S
- Support the further development of central reporting systems with Heads of Service against a standard format
- Ensure that all personal data handled in carrying out the requirements of the role is done so in compliance with GDPR

EDUCATION DATA SUPPORT

- Act a system administrator for Trust management information system (MIS) and assessment database system, producing reports for Senior Executive Team (SET) and Board of Trustees. Reports likely to cover:
 - Cohort context
 - Attainment outcomes
 - Pupil attendance
 - Admissions & exclusions
 - Due diligence
- Liaise with academy office managers to ensure data is accurate and reports are delivered in a timely manner
- Maintenance of education diary of events such as subject networks, CPD events, Trust INSET, quality assurance etc.

ESTATES DATA SUPPORT

- Supporting consistent processes across all academies to include:
 - Diary for academies to track regular tasks
 - Maintenance of asset register
 - Report on compliance against a set list of expectations
 - Estate key data capture and comparison – eg energy use
- Produce accident data analysis reports from OSHENS database system

HR DATA ANALYSIS – iTRENT SUPPORT ROLE

- Production of accurate and timely key MIS reports relating to HR including absence, journey to excellence (appraisals), probationary completion, gender and ethnicity data etc
- Act as a key iTrent system administrator and use business objects create and run query reports as required by SET and HR team
- Undertake some configuration of the system on iTrent for workflows, life cycles and support the people strategy with introduction of new modules, ie; recruitment and e-signature

FINANCE DATA SUPPORT

- Production of accurate and timely information using MIS systems and the finance system to include pupil number data at key funding points and data relating to key cost areas (eg catering, utilities etc)
- Collate school census data each term

Djanogly Learning Trust General Requirements:

Policies and procedures

You will comply with all policies and procedures at all times which include:

- ensuring the safeguarding of young people by adherence to the child protection and safeguarding policies.
- ensuring all equality, diversity and health and safety requirements are upheld in the performance of your duties.
- ensuring you comply with the Trust's Staff Behaviour policy, including outside of work where applicable.

Professional Development

- You are required to undertake professional development as part of your job description. This includes contributing to regular 'check ins' and Journey to Excellence reviews with your J2E reviewer, proactively seeking professional development to improve your performance.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the academy leader and the leadership team.

Djanogly Learning Trust

Person Specification

In order to be considered for interview all essential criteria must be met.

JOB TITLE	Data Analyst Administrator		
Requirements	Essential	Desirable	Short listing criteria
Qualifications			
Level 3 or above standard of education	X		X
Maths based qualification	X		X
Experience			
Experience in data analysis in a similar sector	X		X
Experience of accessing systems to extract data	X		X
Experience in business objects development		X	
Skills			
Report writing skills	X		
Accuracy in data input	X		
Confident and knowledgeable Excel user including use of formulas and tools	X		X
Ability to multi-task and work with multiple managers requesting information	X		
Ability to prioritise and self-manage workload	X		
Understanding of the educational and business issues relating to a multi academy trust		X	
Able to understand, use and develop database software	X		
Able to understand and check reasonableness of data		X	
Personal Qualities			
Belief in the values and behaviours of DLT	X		
Evidence of continuing professional development	X		
Commitment to equal opportunities and diversity in the performance of duties	X		

What is it like to work at Djanogly Learning Trust?

The best way for us to know what it is like to work for the Trust is to seek staff opinion. This is very important to us and we use a variety of methods to gather feedback. For example we undertake an annual staff survey. **In 2019, 88% of our staff said that they feel proud to work for the Trust and 84% would recommend others to work for us.**

Our values are at the heart of everything we do and we are very proud that **91% of staff say that there is a clear and consistent set of values that we use on a daily basis. Even better, 93% say that our actions are in line with our Trust values to put children first.**

As part of our journey to excellence and our commitment to active employee engagement, we have an **employee voice forum and a wellbeing committee.** Both of these are attended by staff from across the Trust at all levels to feedback to the CEO and HR about areas for development.

We hold an annual Trust INSET event which all staff attend. This year we asked staff to use words to describe their overriding feelings about working in the Trust. We are so proud to share their thoughts below.



Overview of the Trust

Djanogly Learning Trust is a dynamic Multi Academy Trust based in the East Midlands. Our Trust group is committed to providing high quality education for all our children, regardless of their backgrounds. Our track record demonstrates our ability to deliver on our core purpose; achievement for every child. Our portfolio of schools serve a range of communities, all have their challenges but all are fully inclusive and firmly believe that where a child starts out in life should not determine what they can achieve in their lives.

Our values are central to the strong, positive ethos that we share throughout our family of schools. This approach focusses on securing success for all our learners and providing them with the very best life opportunities. We believe nothing is more important than making a difference for our children. We are proud to bear the name of our founding sponsor Sir Harry Djanogly. Sir Harry is a great supporter of education and the arts, his textile business was based in the East Midlands and he remains committed to the region despite now living in the capital.

Our Vision and Ethos

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

Innovation

We believe it's vital to look for new and creative approaches in order to maintain our ongoing commitment to improving our teaching and learning provision. We strive tirelessly to achieve the best, are not afraid to take risks and are never complacent. All of our staff are actively encouraged to look for improved ways of working and to promote an atmosphere of trust.

Resilience

We believe it's crucial for both children and adults to develop a strong sense of self in order to succeed in challenging times. Our mission is to ensure that our children and staff have the independence to work things out for themselves, the confidence to ask for help when they need it and the courage to never give up.

Excellence

We believe that everyone deserves to experience excellence. Our organisation is ambitious and we endeavour to support all our children and staff to reach their full potential. We commit to delivering high quality professional support at all levels as part of our journey to excellence. By providing this excellence in teaching and learning, we ensure that all our children have the necessary knowledge and skills to succeed.

Achievement

Learning is at the very heart of everything we do. We believe that academic success provides the foundation that allows all children the opportunities to make the most of their lives and the opportunities available to them.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and we constantly strive to provide every child with the very best educational experiences.

Should a child require additional support, a range of services are available to ensure every child's success, whatever their individual educational needs.

Djanogly City Academy



Originally one of the first City Technology Colleges in the country, DCA is a 7-form entry secondary school in Nottingham. It is based across two sites 5 minutes apart; Sherwood Rise site for years 7 and 11 and Gregory Boulevard site in Hyson Green for years 8-9-10. We plan to extend our post-16 provision from September 2023. Judged 'Good' by Ofsted in 2018, our scholars make significantly better progress than national average.

Djanogly Northgate Academy

Northgate is a 2-form entry primary school in New Basford, Nottingham and a founding member of Djanogly Learning Trust in 2011. A popular and over-subscribed school where everyone is valued, they have been judged consistently 'Good' since 2009.



Djanogly Strelley Academy



Strelley is a 2-form entry primary based to the north of Nottingham. It has gained a strong reputation locally for its support for some of our most vulnerable children and their families. It was judged 'Good' in 2017 and strives to be a school where everyone is recognised, welcomed and respected.

Djanogly Sherwood Academy

Sherwood shares our Sherwood Rise site with Djanogly City Academy. It is a 2-form entry primary with provision for children from 2 to 11 years. It was established in 2014 to provide high quality education provision for the growing local community. Judged 'Good' in 2018 in partnership with Northgate it has strong support from its diverse community where everyone belongs.



Springfield Academy



Springfield is a single form entry primary in Bulwell, north Nottingham. The school moved to a fantastic new building in 2017, with improved resources and environment for all the children and particularly the youngest. Springfield knows that success comes through cooperation; we do better working together.

Langley Mill Academy

Langley Mill is a 3-form entry junior school in Langley Mill, Derbyshire. It has recently expanded from 2-form entry to cope with a rising demand for places at this popular community school. Langley Mill's motto is 'Live Laugh Learn' and they do plenty of all three.



Laceyfields Academy



Laceyfields is a small infant school in Langley Mill, catering children from 3 to 7 years. They joined the Trust in 2019 to ensure that their children could benefit from being part of something bigger. This has helped them to provide an even broader range of opportunities to achieve their ambition to 'Help Little Minds Grow'.

Kensington Junior Academy

Kensington is a 2-form entry junior school in Ilkeston, Derbyshire. They actively promote a culture where children care for themselves and each other, for their school and their community, and where they can develop as happy, responsible and self-disciplined members of society.

