



GREENSHAW
LEARNING TRUST



*Orchard Park
High School*

INFORMATION MANAGER Recruitment Pack

**ALWAYS
LEARNING**

Contents

- **Candidate Letter**
- **Introduction - Greenshaw Learning Trust (GLT)**
- **GLT Mission Statement**
- **GLT Employee Benefits**
- **Terms and Conditions**
- **Main Responsibilities and Duties**
- **Job Description**
- **Person Specification**
- **The Recruitment Process**

Dear Candidate

Thank you for taking an interest in working at Orchard Park High School, one of the most successful schools in the area, well above the national average for progress 8. We are thrilled to share with you this exciting opportunity to join us as **Information Manager** and we are pleased to provide you with some information about our school community, which is aspirational, welcoming and supportive. Orchard Park is a highly successful school proud of its ambitions and diverse community. We pride ourselves on routines, systems and excellence. We are a calm, happy and high achieving school.

The successful applicant must be high performing and passionate about education and the improvement of life chances for our children, and committed to continuing to develop the foundations we have already built here at Orchard Park High School. Our school will be disruption free every minute, of every lesson, of every day. We are relentless in our drive for high expectations.

You will also benefit from the expertise and constant feedback from both the Trust and the staff at our school. We work closely with our Trust, sharing our own work and benefitting from their insightful, supportive communication and challenge that helps us constantly improve. If you are committed to getting better every day, this is the ideal school for you.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character. The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty schools: seven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race. Orchard Park is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information contact us via email at mstone@orchardparkhigh.net or give us a call on 0208 776 0220. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



Carly Moran
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,000 people and educates nearly 19,000 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme (EAP)
- Eye care voucher scheme
- Childcare voucher scheme
- Car benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by:	A member of the senior leadership team
Line Management:	N/A
Contract:	Permanent, Term Time + INSET days + 3 additional weeks
Salary:	NJC Pay Scale Grade 7, Points 23-25 (£35,577-£36,567) pa pro rata. Actual Salary: £34,104-£35,053 pa Salary will be determined by experience and qualifications
Hours of Work:	36 hours per week, Monday to Friday
Place of Work:	Orchard Park High School, Orchard Way, Shirley, Croydon, CR0 7NJ
Medical Examination:	The appointment is subject to a satisfactory medical report
Superannuation:	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: https://www.lgpsmember.org/
Probation Period:	New employees are required to complete a six-month probationary period
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

Job Description

Key Purpose

To manage the school's computerised database (Bromcom), manage the timetable and provide data reports.

Main duties and responsibilities

- To become an expert in the school's information management software, to effectively manage the computerised database
- To provide accurate student reports as requested to SLT, Head of Departments and Heads of Years
- To manage the data for Character Education including attendance to clubs
- To manage the creation and distribution of student reports
- To keep all data and records accurate and up to date including the school roll
- To assist with the Year 6 to 7 admissions and induction process
- To pull data from different software platforms to make it accessible to middle and senior leaders
- To import examination results, and provide data for external statistical returns in September
- To maintain the qualifications database within Bromcom and liaise with the Exams Officer as required
- To manage the day to day operation of 4matrix to ensure its data represents the most recent data collected
- To be responsible for statutory returns including the termly school census, providing data about students, achievements, attendance etc.
- To be responsible for providing data to the trust as required
- Take an interactive role in the Greenshaw Learning Trust Data Managers group
- To play an important part in the schools' administration team to ensure that a professional and efficient service is delivered at all times
- To support the design of the timetable and the options process.
- To maintain the timetable throughout the year, making changes and troubleshooting as required
- To provide admin and general support to the senior leadership team
- To work with the SLT to develop and implement new strategic initiatives
- Being aware of and complying with policies and procedures relating to child protection, equal opportunities and race equality, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- To manage the collation, tracking and evaluation of our teaching and learning data (Googlesheets)
- To act as the school's Data Protection Lead and take a pro-active role in relation to data protection and the systems used within the school collaboratively working with GLT and Judicium (our GDPR and Data Protection advisors)
- Be prepared to take an active role in our Parents' Evenings, Open Mornings and other events hosted by the school as needed
- To produce a statistical report which tracks the number of classes teachers have covered as requested by SLT

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> At least five GCSEs (Grades 9-5) or GCSE equivalent (Grades A*-C) in Maths and English. Experience of working in a similar data driven environment: planning and prioritising tasks to meet deadlines, especially during pressure points where workload might be heavier. Excellent working knowledge of common software packages (Word, Excel, Power Point, Google drive etc) Experience of working with, organising large volumes of data 	<ul style="list-style-type: none"> Good standard of A Level qualifications or equivalent Hold a valid first aid qualification or a willingness to undertake basic first aid training Experience of working in an educational setting Experience of BROMCOM, 4 Matrix Some experience of timetabling
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> Have excellent interpersonal skills Have outstanding organisational skills Work with meticulous attention to detail Absorb, understand and disseminate a wide range of information and deal with confidential issues appropriately Ability to adapt quickly to different situations and a good level of common sense 	<ul style="list-style-type: none"> Have a willingness to become involved in all aspects of school life Be committed to working within school and legislative policies pertaining to the role

The Recruitment Process

1. Application

If you are interested in this vacancy please submit your CV to: mstone@orchardparkhigh.net

Shortlisted candidates will be asked to apply officially via our online account. Please visit our website <https://www.orchardparkhigh.co.uk/staff-vacancies>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **9am on Wednesday 21 February 2024**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised on the same day. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interviews will be held as soon as possible after the closing date. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact Michele Stone on mstone@orchardparkhigh.net

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.