

# ICT DATA SYSTEMS LEAD

## Candidate Information



**DEADLINE: 31 AUGUST 2022**

Contract Type: Permanent - Weekdays, 37 hours per week. Full Time

Salary: £23,953 - £26,446 (Grade 6, Point range 15-20)

Required: ASAP

 FOREST OF DEAN TRUST  
DENE MAGNA SCHOOL  
ABENHALL ROAD  
MITCHELDEAN  
GLOUCESTERSHIRE  
GL17 0DU

Dear Candidate



## Data Systems Lead

Firstly, I would like to take this opportunity to thank you for taking an interest in this vacancy at the Forest of Dean Trust. If you are looking to pursue a career in Data and ICT and possess some or all of the experience and knowledge described in this pack, then this job is for you!

Our flagship school, Dene Magna, is a successful, oversubscribed and high achieving 11-18 school and is the founding member of the Forest of Dean Trust, which also includes Drybrook Primary School. We are located in the most beautiful setting and we're an easy commute from Cheltenham, Gloucester, Hereford, Bristol and surrounding cities.

We are looking to appoint an enthusiastic, innovative, ICT Data Systems Lead to join our highly successful team of mutually supportive colleagues whose shared purpose is to inspire and challenge all students within the Trust. This role would be ideal for a highly organized, flexible and resilient person who can adapt quickly to challenges and support people of all ages in a range of needs .

We are a school that is fully dedicated to helping every child reach their full potential, irrespective of their ability. Indeed, our leading aim is that:

EACH AND EVERY LEARNER SHALL  
*achieve their maximum potential  
& enjoy the process*

As you read the information in this pack, I hope you get a feel for what it means to be a member of Staff at the Forest of Dean Trust. We hold great stock in this phrase as we are looking for someone who acknowledges that we are never the finished article and we will always keep on learning. That person will also possess a very important attribute in inspiring others; a great sense of humour!

I look forward to hearing from you and thank you in advance for taking time to apply.

Yours sincerely

Stephen Brady  
Chief Executive Officer of the Forest of Dean Trust  
Headteacher of Dene Magna School



## OUR VISION, VALUES AND ETHOS

We work with our community and know that raising aspirations and supporting the pursuit of dreams is not straightforward. We listen, challenge and support and we know that everybody experiences a different journey. There is a genuine partnership between students, staff and parents/carers to support the pursuit of our vision. We have a relentless focus on excellent teaching and learning and, alongside our house system and a healthy dose of fun, we know that our community continues to thrive.

Our Trust is founded upon the collective pursuit of our leading aim and our students know what that leading aim is. We know that life throws us many challenges and we aim to work in partnership so that we can learn about what lies ahead and prepare ourselves for our role in not just modern Britain, but the world. Progress is rarely linear, in life and school, and we are passionate that our broad and balanced curriculum complements our pastoral care and pedagogy.

Dene Magna and Drybrook are built upon excellent relationships, honest conversations and unwavering support to get the best out of each other. Staff work together to improve their teaching, students are actively involved in leadership across the school and parents are listened to and supported in our shared journey.

The modern world is a complex place and we seek to equip our students with the skills to thrive and to make a difference. We acknowledge that teenage years are a minefield to navigate and we support parents/carers in their journey, but we relish the opportunity we have been given to influence the lives of young people in the Forest of Dean.

If you visit any of our sites you will see that there is a simple, common-sense approach to working with young people that is founded on giving and getting respect. Our staff love their jobs and we work hard to instil that love of our school into our students and the wider community. We are very serious about our role within the community and we are an active presence within it.





## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Title:</b>	ICT Data Systems Lead
<b>Contract:</b>	Permanent - Weekdays, 37 Hours per week. Full Time
<b>Salary:</b>	£23,953 - £26,446 (Grade 6, Point range 15-20)
<b>Start Date:</b>	ASAP
<b>Responsible to:</b>	ICT Manager

Suitable for those wishing to gain new skills and experience in ICT and Data. All experience considered.

### PERSONAL SPECIFICATION

#### The Headteacher and Trustees are seeking to appoint someone who:

- Wants to attend relevant courses to improve skills.
- Is proactive, self-starting and self-sufficient in gaining the skills necessary to improve your understanding of Data management and its use within a working.
- Is willing to self-train and research using available resources.
- Can patiently support staff in their use of resources through direct interaction and by producing simple help sheets.
- Is approachable and responsive to requests and queries from ICT Team and other school staff and students.
- Likes people and is committed to the principle of good.
- Sees effective relationships as an essential prerequisite for good teamwork.
- Has the ability to motivate both students and staff.
- Has an enthusiasm for education and learning.
- Is able to maintain the highest possible professional standards, including demeanour, appearance, attendance and punctuality.
- Has the ability to communicate (orally and in writing) clearly, concisely and accurately.
- Is committed to the aim of providing the best, nothing but the best, for the students of the Forest of Dean Trust
- Is flexible and will enjoy the challenge of a dynamic working day.
- Is able to gain respect via effective control, people skills and discipline.
- Has a can-do attitude, with a willingness to go the extra mile.
- A tenacious/persistent, 'never give-up' attitude towards problem-solving (especially in terms of troubleshooting).
- A tidy appearance and suitable clothing is expected.
- The post may include travel to other sites or schools.

#### The ICT Data Systems Lead:

- Become part of the team at the school.
- Become familiar with the policies and practices of the school and be consistent with their actions.
- Be recognised by students as an adult who works in the school.

#### In return, we can offer:

- Professional, passionate and dedicated teaching and support staff, who are willing and eager to undertake continuous professional development.
- Talented, stimulating and enthusiastic students with a desire to learn.

We believe it is only right that we balance the challenges that we set, with an understanding that gets the best out of someone; which means valuing them and nurturing them. We are fully aware that a passionate, supported and well directed team.



## JOB DESCRIPTION & PERSON SPECIFICATION

The successful candidate will possess all or most of the following attributes:

*D = Desirable*

*E = Essential*

### QUALIFICATIONS

E - GCSE's in English and Math's or equivalent.

### EXPERIENCE

D - Experience of working with young people of all ages.

E - Working with end users to develop systems to meet key requirements.

E - Experience maintaining and manipulating databases (e.g. MIS systems).

E - An interest in ICT systems and Data management.

E - Experience in generating reports from data to gain relevant insights.

E - A track record demonstrating a commitment to high standards, continuous improvement and quality assurance.

D - Experience leading infrastructural and architectural changes to data lakes (e.g. MIS systems).

### KNOWLEDGE

E - Familiarity of SQL programming language.

E - Advanced Excel Skills.

E - Understanding of key principles underpinning data quality.

D - Knowledge of platforms such as Wondr, Assembly etc...or experience with managing the flow of data to successfully share and sync across different systems.

D - Experience with SSRS (SQL Server Reporting Services).

D - Skills in project management.

### PRACTICAL AND INTELLECTUAL SKILLS

E - A commitment to promoting the ethos of Forest Of Dean Trust with accent on high achievement for all.

E - Ability to empathise with the needs of students and staff, and to be firm but fair and effective.

E - Ability to prioritise and manage time effectively.

E - An effective communicator and motivator.

E - A team player with the ability to establish good working relationships with staff

E - The ability to set clear expectations and parameters and to hold others accountable for their performance and set goals and targets to keep projects on track.

E - A commitment to safeguarding the needs of young people.

E - Full UK Driving License

### PERSONAL QUALITIES PERSONAL QUALITIES

E - A positive attitude to continuous improvement.

E - A commitment to ensure each student maximises their potential and enjoys the process.

E - A positive role model to students.

E - A sense of humour.

E - An ability to communicate and work with a range of adults.

E - Hardworking and a team player.



## JOB DESCRIPTION & PERSON SPECIFICATION

### As a Trust we provide:

- Competitive salary and clarity in the performance management process.
- The opportunity to take on short or long term roles within the Trust that help us along our journey.
- The ability to work with teachers and children from other countries as part of Dene Magna's International School offer.
- Comprehensive new staff induction.
- Full support for CPD and a career mapping tool to facilitate this.
- Free onsite parking.
- On site restaurant.
- Free use of the onsite Gym at Dene Magna.
- A Duvet Day for staff who have been with us for more than one term.
- A termly prize draw for staff.

This information is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at anytime after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Trustees.

This information does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties.



### SAFEGUARDING INFORMATION

The Forest of Dean Trust is committed to safeguarding and promoting the welfare of children and young people and would expect all staff to share this commitment. The school believes in equal opportunities and encourages all staff and children to be treated similarly, unhampered by artificial barriers or prejudices or preferences.

As a Trust we are committed to safety awareness and we undertake the following procedures:

We have DSL's trained to an enhanced level. All staff will require an enhanced DBS check, section 128 check and the prohibition register will be checked. We also have staff trained in Safer recruitment.

Our Child Protection Policy can be found on our website under Policies.

## INTRODUCTION TO THE TRUST

The Forest of Dean Trust was formed in April 2020 with Dene Magna School taking Drybrook Primary School and Nursery under its wing.

Dene Magna School is a successful, oversubscribed and high achieving nationally acclaimed 'Outstanding' Academy and Teaching School. Dene Magna also opened its Sixth Form College in September 2019.

Both schools are situated in a beautiful part of the country, enjoying easy links to surrounding towns and cities.

As a successful teaching school all staff, wherever they are within the Trust, have the opportunity to work alongside outstanding and supportive colleagues, to observe and share practice on a regular basis and develop pedagogy through reflection.

The Trust prides itself on excellent student behaviour and has a strong ethos about inclusion and diversity. We are passionate about our community and that includes staff work-life balance. All staff receive the highest level of support, have access to the very best in terms of resources and CPD and will be working in a community where they can really make a difference.

Our curriculum is tailored to meet the needs of our students that we serve, raising their aspirations and allowing them to pursue their dreams, with a particular emphasis on excellence and enjoyment. We listen, challenge and support each other while recognising that we all develop at a different pace and all experience a different journey.

Our community continues to thrive because of the relentless focus that we have on excellent teaching and learning.

At Dene Magna we actively promote our central aim that...

EACH AND EVERY LEARNER SHALL  
achieve their maximum potential  
& enjoy the process



## AN INTRODUCTION TO YOUR TEAM

The ICT Team at the Forest of Dean trust, is friendly group of people who value a positive, team-focused environment. Whilst also promoting independent-thinking and autonomy, so that we aren't hindered in achieving goals and getting things done! We value each other's ideas, with the philosophy that no question or suggestion is unwelcomed.

The people within our team are:

ICT Manager — Who's primarily responsible for the strategic planning of the ICT infrastructure across the trust and the majority of on-going projects.

ICT Technician — Responsible for some project work and the management of our Partner Primary Support provisions and contracts.

Helpdesk Technician — who looks after our helpdesk and in-house ticketing system.

Marketing Apprentice — Who looks after our online presence, websites, social media and online marketing campaigns.

## HOW DO I APPLY?

The next step for you in joining us on this exciting journey is to complete the application form and send this, along with a detailed covering letter explaining why your skills and experience would make you the perfect candidate for this position at Dene Magna School.

If you have any questions prior to you submitting your application please contact us at [vacancies@fodt.co.uk](mailto:vacancies@fodt.co.uk) or Trish LLOYD on **01594 546030**.

Please do take the opportunity to come and visit us (for socially distanced tours) so we can share all the exciting things we are doing. Prospective candidates who would like to visit the school, should in the first instance contact: **[vacancies@fodt.co.uk](mailto:vacancies@fodt.co.uk)**

We can't wait to hear from you!

**DEADLINE: 31st August 2022**  
**INTERVIEWS: TBC**





## AN ALL THROUGH JOURNEY...

Being part of the Forest of Dean Trust means children have, not only excellent provision for their early years at Drybrook Primary School, but also a seamless transition to secondary school at Dene Magna School and further education at Dene Magna's Sixth Form.

## TRAVELLING TIMES TO GET TO US (approximate).



- Forest of Dean Trust  
Dene Magna School  
Abenhall Road  
Mitcheldean  
Gloucestershire  
GL17 0DU
- (+44) 01594 542370
- [vacancies@fodt.co.uk](mailto:vacancies@fodt.co.uk)
- [www.forestofdenetrust.co.uk](http://www.forestofdenetrust.co.uk)

## DRYBROOK PRIMARY SCHOOL



## DENE MAGNA SCHOOL & SIXTH FORM

