



Thank you for your interest in working with Olive Academies. This job information pack should contain everything you need to know about working with us and the post of **Data & Information Officer**.

You can find further information about our alternative provision academies at <http://www.oliveacademies.org.uk/>

Our academies always welcome visits from potential applicants. Please get in touch with Adam Tedesco, Director of Operations (adam.tedesco@oliveacademies.org.uk T: 07990040387) if you would like to arrange a visit or need any further information.

Please email your completed application form, including your personal statement to: kim.christmas@oliveacademies.org.uk

Closing date for receipt of applications: Tuesday 14th May 2019 5pm

Interviews to be held at Olive AP Academy – Thurrock in Tilbury during week of 20th May 2019.

If you have not heard from us within 2 weeks of the closing date, please assume your application has been unsuccessful on this occasion.

Included in this job pack is:

- a welcome to all applicants from our CEO
- a job description
- a person specification
- a safer recruitment statement
- a candidate privacy statement.

Dear Candidate,

Thank you for your interest in applying for a job at one of our academies. Olive Academies is a not-for-profit multi-academy trust, approved by the Department for Education. Established in 2013, it is one of the first academy sponsors specialising in alternative provision (AP) in England. We have three academies in Thurrock, Havering and Suffolk.

Our AP academies attract staff who care about removing barriers to learning. From teachers, trustees and senior leaders to administrators and support staff, everyone has a role to play in the success of individual academies and the OA network as a whole. Our staff have the opportunity to make a real difference to the lives of vulnerable children and young people.

At Olive Academies we want to ensure that young people can reach their potential in a supportive, inclusive and nurturing environment. This is reflected in our values:



- Conviction – everyone has the capacity to reach their potential
- Determination – not giving up on those who have not experienced success in their lives
- Ambition – all challenges can be overcome and education is an important lifeline journey
- Reflection – learning from experiences and developing a capacity to improve further

Olive Academies provides all staff with access to a wide range of CPD and training opportunities. We value our staff as professionals and collaborative work is the key to our success - we want our staff to support each other, to share best practice, to work alongside local schools and agencies, to engage the local community and support families.

Olive Academies is committed to safeguarding and promoting the welfare of children and we expect all our staff to share this commitment.

If you are someone who thrives on challenges and believes in the potential of all young people, then we look forward to receiving your application.



Mark Vickers, CEO



Olive Academies

Job title:	Data & Information Officer
Salary:	£40,000 + pension scheme
Hours:	Full time
Contract:	Permanent
Start date:	ASAP
Location:	Olive AP Academy – Havering, Hornchurch will be your main base but with regular travel required to our academies in Stowmarket (Suffolk) and Tilbury (Thurrock)
Reports to:	Adam Tedesco, Director of Operations, Olive Academies



Olive Academies is a multi-academy trust formed in 2013 by a group of educational leaders determined to create enriching opportunities for young people struggling to succeed in education. Olive Academies has three alternative provision academies in London and the east of England which support pupils aged between 7 and 16 who have been permanently excluded from a mainstream school and those who have medical needs. You can find out more about our work and our academies at www.oliveacademies.org.uk

This post will be based at:

Olive AP Academy – Havering
Inskip Drive
Hornchurch
RM11 3UR

T: 01708 478892

W: aphavering.oliveacademies.org.uk

Job Description: Data & Information Officer

We're looking for a data & information expert who will have strategic responsibility for the development and operation of our growing multi-academy trust's information management systems.

Our ideal candidate will:

- Demonstrate the highest quality of planning, implementation and maintenance of management information systems – with experience of administering a Sharepoint instance.
- Act as an expert advisor and trainer to our staff on the best use and implementation of GDPR compliant information management systems.
- Be happy to travel and have experience of prioritising and managing your own workload.

This is a significant appoint for our trust and our academies; we are committed to the development of our data and information systems. We want to ensure that our systems operate efficiently and that both our staff and the children attending our academies receive the best support possible.



As OA's Data & Information Officer you will:

- have strategic responsibility for the development and operation of the trust's information management systems.
- be responsible for overseeing an installation of the Microsoft Sharepoint collaboration and content management platform.
- lead on policy development and staff training in order to support the use of the systems to support teaching and learning and the trust's central administrative function.
- manage the provision of the outsourced IT support provision.

Your main base will be at our academy in Hornchurch, Havering. However, you will be required to make regular visits to support our staff at our other academies in Stowmarket and Tilbury. You will need to have your own car and a full, UK driving licence. Your travel time from Hornchurch and any travel costs involved will be covered.



Data & Information Officer

Accountabilities	Tasks
<p>1. Ongoing strategic development of the trust's information management systems</p>	<p>1.1 Have overall responsibility for the trust's central information systems (currently Arbor MIS and MS SharePoint but will be added to as MIS are added to the trusts portfolio), and ensure that these are efficiently maintained at all times.</p> <p>1.2 Provide expert advice on the use and implementation of the systems.</p> <p>1.3 Be the administrator of the Arbor, Sharepoint and OneDrive systems.</p> <p>1.4 Manage the trust's assessment and reporting cycle, ensuring support and training for staff at all sites (this will involve occasional travel to the various sites).</p> <p>1.5 Produce key data analyses at specified points throughout the academic year, including tailoring performance measures to the trust's progress indicators.</p> <p>1.6 In consultation with the curriculum lead at each site, identify and document key timetable processes for pre-planning and assist in the preparation of school timetables.</p> <p>1.7 Use data query tools to perform regular, appropriate checks on data to ensure its continued accuracy.</p> <p>1.8 Ensure effective preparations are made to ensure that the MIS is ready for the beginning and end of each academic year.</p> <p>1.9 Respond to adhoc reporting requests in a timely manner ensuring that the data is accurate, relevant and presented in an appropriate format.</p>
<p>2. Administration of SharePoint</p>	<p>2.1 Establish the structure of and oversee the trust's SharePoint installation.</p> <p>2.2 Guide the trust and staff members to maximise the use of the system across the trust.</p> <p>2.3 Manage SharePoint online and Office 365 groups, including creating and deleting accounts/groups, setting permissions and storage limits.</p> <p>2.4 Define/assign roles and content types as appropriate.</p> <p>2.5 Update employees on new features</p>
<p>3. Policy development and staff training</p>	<p>3.1 Establish, implement and monitor policies for the use of the SharePoint instance.</p> <p>3.2 Establish, implement and monitor policies and procedures for the use of the MIS, including attendance, behaviour, timetabling and assessment, ensuring consistent application throughout the trust.</p> <p>3.3 Co-ordinate the flows of data within the trust to improve systems, minimise duplication and increase productivity.</p> <p>3.4 Create trust-specific training documentation</p> <p>3.5 Ensure that all data management and information systems and procedures meet the requirements of the Data Protection and Freedom of Information Acts, as well as GDPR regulations, and monitor compliance throughout the trust.</p> <p>3.6 Support members of staff at different levels in their use of the trust's management information systems, including providing on-site training and telephone support.</p> <p>3.7 Provide training for new employees and one-to-one training sessions to address specific problems</p>
<p>4. Manage the external IT support provision</p>	<p>4.1 Manage the interface between the trust and the external IT Support provider, including reviewing contract arrangements and monitoring contract compliance.</p> <p>4.2 Establish and manage a cyclical programme of hardware renewal and software updates/upgrades.</p> <p>4.3 Implement and maintain network security across the trust, including ensuring anti-virus software is up to date and internet filters are appropriately updated and monitored.</p>

Note: The duties outlined above are neither exclusive nor exhaustive and the post holder may be required by the Director of Operations to carry out appropriate duties within the context of the job, skills and grade.

Person Specification: Data & Information Officer

Measurements: A=Application, I= Interview, R=Reference, T=Task

Training and Qualifications	Measurement	
First degree or equivalent further education or professional qualification	A	Essential
Experience		
Previous experience of planning, implementing and maintaining management information systems.	A,I	Essential
Experience of using databases and the ability to transfer skills to learn new systems.	A,I,T	Essential
Experience of administering a SharePoint instance.	A,I	Essential
Knowledge, Skills and Abilities	Measurement	
Intermediate SQL programming.	A,I	Essential
Excellent interpersonal skills and ability to communicate effectively both orally and in writing with people of all levels.	A,I,T	Essential
Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.	A,T,I	Essential
Excellent ICT skills including a high level of competency in databases and Microsoft Office.	A,T,I	Essential
Ability to work under pressure and ensure that deadlines are met whilst maintaining accuracy and attention to detail.	A,T,I	Essential
Proven ability to motivate and train staff.	A,I	Essential
Ability to prioritise and organise own workload.	A,I,R	Essential
Ability to work on own initiative.	A,I	Essential
Up-to-date knowledge and understanding of data protection regulations (GDPR) and the compliant handling of staff and pupils' personal data.	A,I	Essential
Personal Aptitudes	Measurement	
Proven competence in working... a. Independently b. Interdependently c. Under pressure d. To resolve conflict e. In a positive and energising style	A,I,R	Essential
Proven commitment to principles and policies of equal opportunities and understanding of how they apply to the role.	I	Essential
Commitment to your own continuing professional development.	A,I	Essential
Commitment to the safeguarding of vulnerable young people	I	Essential
A commitment to the vision, values, aims and objectives of the Olive Academies MAT.	A,I	Essential

Olive Academies' safer recruitment and selection statement

Olive Academies is committed to safeguarding and promoting the welfare of children and young people in our academies:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development of children and young people
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

Please read our Child Protection and Safeguarding Policy here: <https://www.oliveacademies.org.uk/governance-2/>

We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Pre-employment vetting

As part of our safer recruitment and selection process, we operate a strict pre-employment checking procedure. Successful applicants will be required to undergo the checks outlined below.

Disclosure

OA requires all employees to undertake an enhanced DBS check before they start. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory. Please ask to see a copy of our DBS procedures for further information.

You are required, before appointment to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment. This will depend upon the nature of the offence(s) and when they occurred.

Where an applicant is not normally resident in the United Kingdom, or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.

Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a professional body

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. OA will verify registration/membership with the relevant professional body.

References

Applicants are required to provide a minimum of two referees, one of whom must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people.

If you have not previously worked with children and/or young people we may ask for a character reference using an OA reference form from someone who can confirm your suitability to work with children and/or young people. This would normally be someone in authority, e.g. a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, OA will seek references from educational establishments for those applicants with no previous employment history. Under no circumstances will open references or testimonials (i.e. addressed "to whom it may concern") be accepted.

References from previous and current employers will be taken up for shortlisted candidates, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment. Where necessary, employers may be contacted to gather further information.

Eligibility to work in the UK

OA has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Medical assessment

All offers of appointment will be subject to the satisfactory outcome of medical checks where appropriate.

We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

Probation

All new staff will be subject to a probation period of three or six months (dependent on post), which may, in certain circumstances, be extended. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with students.

A commitment to encourage diversity

OA is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to the principles of equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Olive Academies' candidate privacy statement



Data controller: Olive Academies, 95 Ditchling Road, Brighton, BN1 4ST

Data protection officer: Adam Tedesco, Olive Academies

As part of any recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information do we collect?

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including benefit entitlements
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief

We collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

We are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, we will keep your personal data on file in case there are future employment opportunities for which you may be suited. You are free to withdraw your consent to this at any time.

Who has access to data?

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the academy staff who carry out HR activities, central staff and interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

In order to meet our duties under Keeping Children Safe in Education, we are required to obtain references from your former employers as part of the interview process. We will not share your data with third parties for this purpose without your consent.

The organisation will share data with third parties with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. We will not transfer your data to countries outside the European Economic Area or any company that is not included in the EU-US Privacy Shield.

How do we protect data?

We take security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. For more information, please refer to the OA Data Protection Policy.

Where we engage third parties to process personal data on our behalf, we do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

How long we keep your personal information?

If your application for employment is unsuccessful, we will hold your data on file for up to 6 months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a separate Privacy Statement (supplied with your contract).

Your rights

You have the right to:

- ask for access to your personal information; this is called a 'subject access request'
- ask for rectification of the information we hold about you

- ask for the erasure of information about you
- ask for our processing of your personal information to be restricted
- data portability
- object to us processing your information.

If you make a subject access request, and if we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you want to use your rights, please contact: Adam Tedesco, Director of Operations, Olive Academies

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Data Protection Officer. If you are not happy with the outcome, you may raise a complaint with the Information Commissioner's Office: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

June 2018