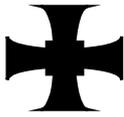


Trinity School, Carlisle, Cumbria



Trinity School

Data Officer
37 hours per week
OS7 (£20,661 to £21,268 per annum pro rata, actual
£18337 to £18877)

Term time plus 2 weeks and 3 days Inset

Working hours
Monday to Thursday 8am – 4pm
Friday 8am – 3.30pm

REQUIRED AS SOON AS POSSIBLE

When you have read the details, and if you decide that you like the sound of us, please let us have your completed application form by **12.00 noon on Monday 15 January 2018** along with a letter, explaining why we should be thinking about appointing you.

A The School

Trinity School began in 1968 with the joining together of the Carlisle Grammar School, The Creighton School, and The Margaret Sewell School. We have a site which is right at the heart of the city of Carlisle. The old grammar school which houses our Sixth Form is a lovely building in red sandstone. The 11-16 school has benefited from an extensive rebuild and remodelling project. In September 2010 we opened the first phase which gave us state of the art Science, Technology and ICT rooms. September 2011 saw the opening of the second phase, with new Art, MFL, Humanities and SEN rooms. The third phase, a new entrance, was completed in April 2012. We think we have a lovely school in which to work and we are delighted with what we have achieved.

Trinity School has just over 1720 students; this includes a Sixth Form of 350. This makes us one of the largest Church of England schools in the country. We gained academy status with effect from 1 September 2011 and are now a Church of England Academy. If you are worried that the school might be too big and impersonal for you, then don't be: this is a very friendly school, which functions as a community, and as a series of smaller communities within the main school.

There are four houses – Amazon, Nile, Everest and Kilimanjaro – and the pastoral system is run by the Heads of House, each supported by a House Tutor. Form tutors make sure that they know their forms well and monitor their progress through the year. Behaviour in the school is good, and our classrooms are pleasant, well ordered places.

Each department has its own area in the school, with its own facilities, but the central staffroom still works as the main meeting place for staff. We are not a quiet place: there are school plays and concerts; Graduation Evening takes place in Carlisle cathedral; and we have a wide range of sports and team games going on; the Duke of Edinburgh Award scheme is very popular and we have a big programme of visits to the continent. Yet this is a place where the emphasis will always be on the quality of teaching and learning. We have high ambitions for all our students, and enjoy a very supportive relationship with parents, and with governors.

We aspire to being a place where Christian values are at the heart of what we do. We try to have simple policies and to value the contribution of every individual in the school. While we are a Church school, there is no requirement in our admissions policy for pupils that they must be churchgoers to come here. Similarly for staff – we would like you to be in sympathy with and supportive of the aims and ethos of a church school, but there are members of staff of many different persuasions working here.

The school is supported by the Diocese of Carlisle, and the Trust which oversees us as an Academy has the Bishop, the Dean and the Archdeacon on it, along with the Diocesan Director of Education and our Chair of Governors. They have our best interests at heart, as do the Governors themselves, who support, encourage and celebrate the school.

B The Inspections

Ofsted judged us to be a good school with outstanding Sixth Form provision in April 2015, and our capacity to move forward is very strong. You may well have looked this up on our website, or through Ofsted, but here are some highlights:

'All staff share the co-headteachers' and governors' determination that the school will offer the best possible provision to students.'

'Safeguarding arrangements are exemplary. Leaders and all staff go beyond their roles to ensure that all students are safe and cared for well.'

'The behaviour of students is good. The vast majority of students have positive attitudes to learning and are keen to do well.'

'Students respond well to teachers' high expectations and are engaged in their learning.'

'The sixth form has gone from strength to strength and is now outstanding.'

'The behaviour of students in the sixth form is exemplary. Their mature conduct provides excellent role models for younger students.'

Our **SIAMS** (Statutory Inspection of Anglican and Methodist Schools) report, completed in October 2016, states:

"The school's clear commitment to the worth and potential of each individual is summarised in the short vision statement: 'standards, responsibility and opportunity...for all'. This is linked with five core values (community, trust, hope, endurance and compassion) whose impact is acknowledged by all."

"Students speak readily of how the vision and values influence behaviour, relationships and attitude to learning. This is clear in the purposeful atmosphere that pervades the school. They also underpin the careful attention given to spiritual, moral, social and cultural (SMSC) development."

"Leaders understand the school to be part of the wider community and demonstrate this through their commitment to service. This was clear at the time of the December 2015 flood when they opened the school as soon as possible to restore a sense of order, calm and normality in a context of devastation and distress. This is just one of many powerful examples of leaders living out their Christian vision."

C The Team

The school is fortunate to have an outstanding group of staff who support the organisation and administration of the school. This post forms part of a general administration team which is led by Mrs Christine Dockerty.

The team consists of 7 other members, 4 of whom are full time and 3 are part-time. You will share an office with the Exams Officer.

D The Post

We wish to appoint an experienced individual who will be responsible for the effective administration of the data service. The postholder will compile complex reports, collate data for student reports and provide assistance to the Exams Officer.

The successful candidate will have previous experience within a data role and a solid knowledge of data software. We are looking for someone who is proactive, professional, flexible and has excellent communication skills.

E What to do next

We hope that these details have helped you decide that you would like to apply for this post. Please fill in the application form, in black as we will photocopy it, and write a letter of no more than two sides about your work so far, and what we would gain if you joined our school.

Send the completed form and your letter to **Mrs Julie Irving, HR Officer, Trinity School, Strand Road, Carlisle, CA1 1JB** or email jir@trinity.cumbria.sch.uk by **12.00 noon, Monday 15th January 2018**.

We do not usually acknowledge applications received by post. Please enclose an s.a.e. or contact us by email if you want us to let you know that we have received yours.

If we have not contacted you within two weeks of the closing date please assume you have not been selected for the next round of our recruitment process. You are welcome to contact us informally in advance if you would like to know more about us, or have other questions about the post, the school or the area, before you come for interview. Please contact Julie Irving on 01228 516051 extn 308. **Please note the school is closed from 12.30pm 15 December 2017 until Wednesday 3 January 2018.**

We look forward to receiving your application.



Sheila Johnston
Co-Headteacher