Candidate Pack

Data and Cover Officer

THE BRIAN CLARKE CHURCH OF ENGLAND ACADEMY

WWW.BRIAN-CLARKE.ORG

Application Deadline: **9am Friday 27 November 2026**

Interviews: **Thursday 3 December 2026**



Listening & Acting Award
2024/25
edurio

For more info visit: careers.cranmereducationtrust.com

PROUD TO BE PART OF Cranmer Education Trust





Welcome from the Headteacher

Mrs Ash, MA, NPQH



Thank you for your interest in becoming our new Data and Cover Officer.

Working in a relatively new school is an opportunity that education professionals dream about. You will be part of a talented and committed staff team that has been instrumental in establishing our school, developing its ethos and embedding it within the community. We also have the benefit of a brand-new building, with state-of-the-art facilities, and the support of the local, successful and experienced Cranmer Education Trust.

This is an exciting time to join the Academy. We have realised our ambition of becoming a full school with 1,200 pupils, and we are embarking on our first ever GCSE examinations. We are also developing a brand-new inclusion provision for September 2027, adding to our state-of-the-art building. The school has achieved three out of four Outstanding judgements in its first Ofsted inspection – a testament to the commitment and dedication of an incredible staff team.

Working for The Brian Clarke CE Academy means that you would be part of the Cranmer Education Trust, a successful, growing Trust which prides itself on looking after its people, offering a high level of support and access to expertise. Alongside Brian Clarke, the Trust is made up of primary and secondary schools across Oldham and Rochdale. The Trust also incorporates a teacher training school and the East Manchester Teaching Hub and a MFL hub.

As our school has grown, so too have the demands on our systems, processes and use of data. We are looking for an experienced, proactive and forward-thinking individual who can take ownership of our data systems, identify opportunities for improvement and contribute to their ongoing development. This is an important role within the Academy, supporting colleagues and senior leaders to make effective use of accurate, timely and meaningful information.

"A focused environment where pupils flourish and enjoy learning together."

Ofsted report, 2025





We are particularly keen to appoint someone who brings experience of working within a school environment, who can think strategically, work independently and demonstrate the initiative and confidence to develop and implement new approaches. We want someone who will not simply maintain existing processes, but will actively seek opportunities to make them better.

We recognise that the right candidate may bring different levels of experience and expertise, and salary can be negotiable to reflect this. There is also potential for the role to develop over time, offering opportunities for professional growth and increased responsibility as the Academy continues to evolve.

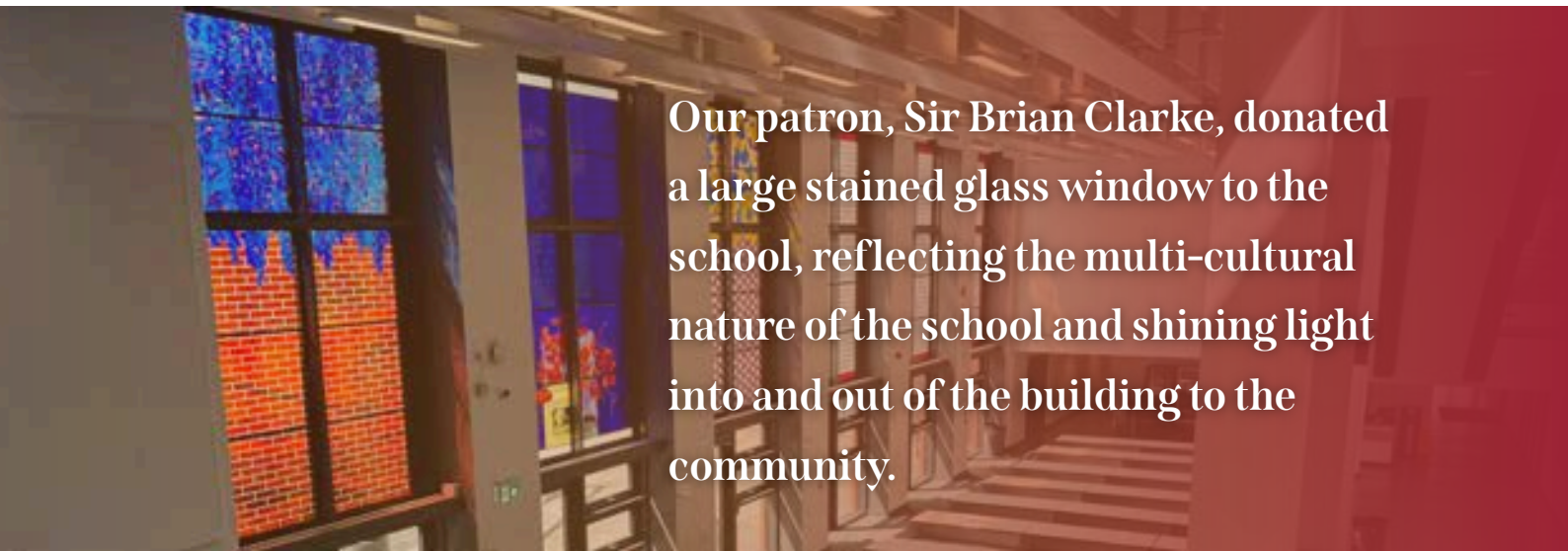
Above all, we are looking for someone who shares our commitment to providing the very best opportunities for our pupils and who will make a positive contribution to our ambitious and supportive school community. We look forward to receiving your application.



About The Brian Clarke Academy



The school reflects the community it serves. It is multi-cultural, multi-ethnic, and multi-faith within a Church of England ethos. There is a balance between faith intake and non-faith intake from 3 concentric circles of one, two and three miles around the school. 'Faith' equally includes all Christians, as well as members of the other five major world faiths of the Interfaith Network.



Our patron, Sir Brian Clarke, donated a large stained glass window to the school, reflecting the multi-cultural nature of the school and shining light into and out of the building to the community.

The key elements of the curriculum include:

- A rich, broad EBacc curriculum up to GCSE
- Compulsory Religious Studies within the core curriculum up to GCSE
- MFL (German) to GCSE
- A rich KS3 provision which includes the arts, technology, computing, citizenship, and the Bronze Duke of Edinburgh Award in Year 9
- A sequentially planned pastoral curriculum that builds in worship, CEIAG, and form reading. This takes places daily for 30 minutes.
- An aspirational co-curricular provision built into Period 6, which runs Monday to Thursday 2.50pm – 3.30pm. All students take part in two activities per week.
- A facility to support literacy to catch up (7.45am – 8.10am) each morning.

We aim for all our students to become good human beings: good friends, good neighbours, and good citizens. People we are proud to know. Their social and emotional development, their self-respect, and their ability to self-manage are just as important as their cognitive development. Students who are happy and secure in their school learn well and become successful people. High quality pastoral care is at the core of all we do.



"There is a strong sense of belonging and community cohesion. It prepares pupils exceptionally well for life in modern Britain."

Ofsted report, 2025









In brief, we are looking for:

- An experienced school professional with a sound understanding of school data systems, processes and operational requirements.
- A proactive, forward-thinking individual who can work independently, take ownership of responsibilities and identify opportunities to develop and improve systems and processes.
- Someone with strong analytical skills who can interpret complex data, identify trends and communicate findings confidently and effectively to colleagues and senior leaders.
- A highly organised, adaptable and approachable team player who can manage competing priorities, work effectively under pressure and contribute positively to our school community.

The curriculum is underpinned by a consistent pedagogy that understands how students learn, and a rigorous approach to reading and literacy to build character and resilience.

We offer:

- Opportunities for professional development in a growing Trust.
- Schools: A strong school community that places children, families and staff at the heart of everything we do.
- A supportive team who will work with and alongside you to achieve the very best.
- LGPS career average pension scheme with a generous employer contribution.
- Generous holiday entitlement and sick pay scheme, increasing with length of service.
- Central Oldham location close to good transport networks

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Cranmer Education Trust follows Safer Recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1974, 2013 and 2020, and appointment is therefore subject to satisfactory Enhanced Disclosure form the Disclosure & Barring Service.



Applications closing date:	9am Friday 27 November 2026
Interview date:	Thursday 3 December 2026
Start date:	As soon as possible

You can apply for this post on our website, https://www.brian-clarke.org/vacancies/working-for-us/

Thank you for your interest. We look forward to hearing from you.

Yours faithfully

Allison Ash

Mrs Allison Ash, MA, NPQH
Headteacher, The Brian Clarke CE Academy



"BCA provided fantastic induction training, which gave me confidence in a new school. All staff were incredibly welcoming and supportive, the friendly team made me feel at home from day one."

~ Mrs L Goddard
Head of PE



PLACE OF WORK

The Brian Clarke Academy, Oldham, Greater Manchester

LUNCH

Delicious food available in our school Restaurants at just £2.80 for a meal & dessert.

STAFF FELLOWSHIP

Regular activities for socialising and staff wellbeing

EMPLOYEE ASSISTANCE PROGRAMME (EAP)

Confidential independent support services available to staff when you need it.

HEALTH SUPPORT

Free support for health and wellbeing, including a dedicate Menopause Support Programme

PARKING

Free car parking is available on site

ANNUAL LEAVE

Annual leave allowance for non-teaching staff rises in line with years of service

FLEXIBLE WORKING

Flexible working arrangements for non-teaching staff, and a supportive culture to ensure all teaching staff are able to work with the flexibility they need.

EMPLOYEE PERKS

Perks, discounts and cashback offers for major retailers, holidays, restaurants and bars

TRANSPORT LINKS

Well-situated, with Westwood and King Street Metrolink stops within 7 minutes' walk, and Oldham Bus Station 4 minutes.

CAREER PROGRESSION

A growing school that offers real career progression

BICYCLE STORAGE

Secure bicycle storage is available on-site