

Sir John Thursby Community College



Candidate Information Pack

Administrative Assistant –

Data & Exams

Welcome from the Headteacher

Dear applicant,

Thank you for your interest in the post of Administrative Assistant – Data & Exams at Sir John Thursby Community College, full details of the position are included in this pack.

I am delighted to welcome you to our thriving and popular school. We are incredibly proud of our students, community, staff and curriculum and we are excited by this appointment. As the new Head I am looking to further strengthen our already well established and effective team who secured an extremely positive inspection in April 2023.

Our school is characterised by the way we treat our people. We believe that all members of our school community should be known, valued and loved and we expect all to share this commitment. We are committed to development of our staff, high standards and ambition for our students alongside respect and kindness for all in our SJT family. We are looking for someone who is able to live out these values.

We are proud of the investment we make into the quality of teaching and we work hard to ensure that all teachers have access to high quality professional development. We are a research driven school and we use the EEF implementation model to drive our school improvement. Our current implementation plans are around Assessment, Mixed Attainment Teaching and Literacy. As the new Headteacher, I am keen to further these with some work around Ambition and also look at our strategic vision to ensure we are a beacon for excellence.

At SJT we value our staff and have worked hard enable all staff to have a good work/life balance in a supportive working environment. To enable this we give all our staff at least 20% non-contact time. We have made significant reductions to marking expectations and have made substantial reductions to the number of after school meetings for staff. In our last staff survey over 97% of staff were both happy working at SJT and proud to be part of the team here. We are committed to supporting work life balance as we recognise that teaching can be a challenging job. Whilst this post is advertised as full time, we would welcome discussions about flexibility and would be keen to make achievable adjustments for the right candidate.

We encourage visits to our thriving school at your convenience and I would be delighted to welcome you and show you around. Please contact Susan Rigg (s.rigg@sirjohnthursby.lancs.sch.uk) to arrange a convenient appointment.

I am excited about the scope of this post. If you like what you have read, and you feel you align with our values, we look forward to hearing about what you can bring to SJT on our journey to excellence.

Matt Renshaw

Matt Renshaw

Headteacher

Administrative Assistant – Data & Exams

32.5 to 37 hours per week

Term time only + 2 weeks

**(flexibility around hours and working weeks
to be discussed at interview)**

Actual Starting Salary for 37 hours / TTO + 2 wks:

Grade 5: £22,414 - £24,270 pa

We are characterised by how we treat our people

“Pupils enjoy attending this thriving and popular school. They feel a strong sense of belonging to the school community. Pupils achieve well and almost all successfully move on to apprenticeships, A levels or other forms of education, employment or training. Staff have high expectations of behaviour and know pupils very well.” Ofsted April 2023

Following internal career progression of the current postholder, the school is seeking to appoint a personable, enthusiastic and highly effective Business Support Officer with the skills and ability to collate and produce accurate data and reports to inform on the progress and achievement of students and the school.

Ideally, the successful candidate will be experienced in SIMS.net and have an understanding of the organisation and administration of exams, although training is available. A good knowledge of Microsoft Excel is essential.

The successful candidate must be able to communicate effectively with staff, students and parents. They must ensure deadlines are met and work flexibly and on their own initiative to prioritise their workload.

Sir John Thursby Community College is a good school and we are passionate about and ambitious for our students. We understand the importance of assessment and behaviour data in helping our students to be successful, but we are mindful of collecting data for data's sake. We are looking for an Admin Assistant – Data & Exams who will:

- Manage pupil data in SIMS
- Manage the effective collection of student's achievement and approach to learning data
- Manage the production of the reports we share with students, parents and staff
- Work effectively with staff across the school
- Work effectively with external agencies such as the DfE and FFT
- Model commitment, resilience, patience, hard work and a good sense of humour

For an application pack please:

- download from the college website: www.sirjohnthursby.lancs.sch.uk
- or telephone 01282 682313
- or email recruitment@sirjohnthursby.lancs.sch.uk

Send your completed Application form (only the version attached) stating which post you wish to apply for to: recruitment@sirjohnthursby.lancs.sch.uk

Closing date: 9am Tuesday 26th November 2024

Shortlisting: 27th November 2024

Interviews: Week commencing 2nd December 2024

The college is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and other recruitment checks. Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on shortlisted candidates.

Lancashire County Council

Role Profile - Operational Context Form

Post title: School Business Support Officer 3 – Data & Exams Admin Assistant					
Directorate: CYP			Location:	Schools	
Establishment or team:		Sir John Thursby Community College		Post number:	
Grade:	Grade 5	Staff responsibility:	Exams Officer	Essential Car user:	N
<p>Scope of Work – appropriate for this post:</p> <p>Working independently on a varied range of tasks which may require the use of some analysis and judgement to complete including, but not limited to, being responsible for co-ordinating, monitoring and organising administrative/clerical or financial systems and procedures for the school. There may be a requirement to provide support and guidance to other members of staff and be able to deal with correspondence or enquiries and co-ordinating, monitoring and managing administrative/clerical activities or financial processes.</p>					
<p>Accountabilities/Responsibilities – appropriate for this post:</p> <p>Key duties:</p> <ol style="list-style-type: none"> 1. Manage pupil transfer data (including assessment data) in collaboration with the governing body, Local Authority and other schools 2. Develop and manage assessment recording processes that work effectively across the school 3. Maintain accurate pupil records, including recording pupil entrants and leavers 4. Maintain accurate pupil performance data records and produce analysis of this data as requested. 5. Oversee the compilation of key data for the senior leadership team including the tracking of pupil's. 6. Complete data requests from external agencies 7. Maintain security of school data information systems 8. Assist with maintenance of other data, such as timetable information and examination data. 9. Maintain accurate data and information between school and school partners e.g Smid, Taswise. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 10. Collate and submit the school census. 11. Work with the examinations officer on pupil examinations. 12. Support an efficient and effective examinations process for the school. 					
<p>Additional supporting information – specific to this post.</p> <p>Indicative knowledge, skills and experience</p> <ul style="list-style-type: none"> • Knowledge and skills in using bespoke software, data security, analysis and reporting equivalent to national qualifications level 2. 					

Prepared by:	T Collinge	Date: 11.10.2024
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance.

Person Specification Form: Data & Exams Admin Assistant

Personal Attributes Required (on the basis of the Job Description)	Essential (E) Or Desirable (D)	To be identified by: (e.g. application form, reference, test etc.)
Qualifications		
Minimum of 5 GCSEs at A-C (or equivalent) inc. maths & English	E	A/C/R
Higher level qualifications; A level, degree, BTEC	D	A/C/R
Experience		
Experience of operation of administrative/financial systems	E	A/R/T
School administrative experience / Sims	D	A/R/T
Knowledge/skills/abilities		
Ability to interpret relevant legislation, policies and guidelines and apply to processes	E	A/R/T
Ability to work on own initiative	E	A/R/T
Excellent IT skills with experience of software package applications including Excel	E	A/R/T
Good organisational skills	E	A/R/T
Ability to work accurately and prioritise workloads to meet deadlines	E	A/R/T
Ability to work as member of a team	E	A/R/T
Ability to operate at a level of understanding and competence equivalent to NVQ Level 3	E	A/R/T
Other		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	A/R
	E	A/R
2. Commitment to equality and diversity	E	A/R
3. Commitment to health and safety	E	A/R
4. Commitment to own professional development	E	A/R
	E	A/R
5. Commitment to attendance at work		
6. Commitment to confidentiality and data protection compliance		

A = Application form

All attributes to be identified/discussed at Interview

C = Certificates

R = Reference T = Test

SIR JOHN THURSBY COMMUNITY COLLEGE STRATEGIC VISION AND VALUES 2022-2025

Being a truly great school through..

OUR CORE PURPOSE

- To be a community-centred school, where all students achieve the academic & creative success needed for further study and employment
- To support social mobility and to make a positive difference in the lives of our students and their families
- To enable our young people to become confident, resilient, informed, adaptable and caring members of society

MEASURING IMPACT

- Our students' outcomes place our school in the top 10% of similar schools
- Our teachers consistently deliver our curriculum effectively
- Our attendance will be at least 97%



OUR VALUES

- We are ambitious for our students
- We value and invest in our staff
- Our students deserve great teaching every lesson
- Strong positive relationships make a great school
- We treat each other with care, respect and kindness
- All members of our school community are known, valued and loved
- We are inclusive & support diversity
- Our families play a key role in supporting our students to be successful
- A great education includes learning & experiences beyond the classroom
- All of us at SJT have the capacity to improve what we do

OUR STRATEGIC PRIORITIES

1. To deliver a well-structured, knowledge-rich curriculum that enables our students to be successful in their next stages in learning and development
2. To ensure that all our students have the literacy skills needed to access the curriculum effectively
3. To ensure that our teaching is engaging and is responsive to the needs of all students
4. To ensure that the assessment of our students is accurate and enables gaps in learning to be addressed
5. To ensure that all our learners are 'Ready, Respectful and Safe'
6. To stop doing anything that prevents us from delivering great lessons and that creates unnecessary workload
7. To support the emotional well-being of our school community
8. To ensure that Leadership at all levels is highly effective



BELONG BELIEVE ACHIEVE

Further Information

Thank you for your interest in joining our fantastic team here at Sir John Thursby Community College.

Application forms can be found on our website: www.sirjohnthursby.lancs.sch.uk

Completed application forms should be returned by the closing date to recruitment@sirjohnthursby.lancs.sch.uk

CVs will not be accepted. Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. Please note that we will seek references for shortlisted candidates prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. If appointed you will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on shortlisted candidates.

Follow the link to watch 'Burnley By Drone' to see a beautiful area in which to live and work - [Burnley by Drone - YouTube](#)

For an interactive tour of SJT follow this link
- [Sir John Thursby Community College - Interactive Tour of SJT](#)

If you have any questions please do not hesitate to get in touch.



Sir John Thursby Community College, Eastern Avenue, Burnley, BB10 2AT, 01282 682313
www.sirjohnthursby.lancs.sch.uk