



# HONITON COMMUNITY COLLEGE

**Recruitment Pack  
Data Administrator**



**Ted  
Wragg**  
TRUST

# Welcome to Honiton Community College

At Honiton Community College the word 'community' is key. We are part of a thriving market town in the East Devon area of Outstanding Natural Beauty. Honiton is close to the coast and sits between the University town of Exeter and the Somerset county town of Taunton.

Our College has a diverse Student body joining us from the surrounding farms and outlying villages, as well as from Honiton itself. We are fortunate to have a number of feeder primary schools with whom we work closely through our well-established Honiton Learning Community.

Closely partnering with these schools ensures numerous opportunities for both staff and children to collaborate, learn together and grow together. The aim is to secure high achievement and maximise outcomes, aspirations and wellbeing for all children and young people in the learning community.

Just as we are committed to ensuring the best for our students, so too is this true of our commitment to our colleagues. We want you to reach your full potential and enjoy the benefits of working as part of a friendly, collaborative and professional team.

We actively encourage continuing professional development and strive for a working environment which innovates and celebrates success.



**Principal,  
Alex Kirkbride**



# Appointment Information

## Data Administrator

**Actual Salary Range of £21,246 – £24,040**

**37 hours per week, 39 weeks per year**



We are looking to appoint a Data Administrator to join our administration team in providing an effective and efficient administration service relating to student data and MIS. The successful candidate would ideally have experience in a similar role, inputting, analysing and evaluating data. You will need to be organised, diligent and capable of managing a busy workload independently. Previous experience of working within a school environment would be advantageous but is not essential.

This is an exciting opportunity to join our team of friendly and supportive colleagues, and to work in a thriving school situated in a beautiful part of East Devon.

When completing your supporting statement, please refer to the Job Description and Person Specification and let us know how your knowledge, skills and experience meet the requirements listed. However, we are also interested in hearing about your strengths, the elements of your work of which you are most proud, and the ways in which you feel you could make a contribution in this role.

For full details and to apply please visit [Ted Wragg Multi-Academy Trust - Vacancies](#) .

Please email Alice Hunter on [HR@honitoncollege.devon.sch.uk](mailto:HR@honitoncollege.devon.sch.uk) with any questions or to arrange a visit.

Closing date:           Midnight on 17th April 2024

Interview date:        Week commencing 22nd April 2024

Start date:             ASAP

We are part of the Ted Wragg Trust, an ambitious and inclusive trust of schools strengthening our communities through excellent education.

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a number of safeguarding checks including an enhanced DBS check.

# Job Description

## Data Administrator

### 1. Key Purpose of Job

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by enabling school leaders through high quality data.

### 2. Your Responsibilities

- Provide a comprehensive and customer-focused data service for the school
- Develop documents, analyse data and produce reports using internal and external information
- Liaise with staff, parents/carers and external agencies
- Act as the first point of contact for data enquiries, escalating where appropriate
- Arrange, lead and support meetings and training
- Support the wider administration team to offer resilience and provide cover
- Maintain an up-to-date knowledge of the procedures and processes for safeguarding the welfare of children and actively promote best practice.
- Maintain computerised and manual records for the school
- Produce reports, correspondence and other school communications.
- Proactively promote the school, leading tours for prospective parents/carers as necessary

### 3. Grading Criteria

- Support colleagues to familiarise themselves with their role
- Establish the best course of action using a range of recognised procedures
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work where there is a wide range of choices, where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines
- Make decisions which have a material effect on internal operations of their own or other departments.
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Good standard of practical knowledge/skills to be able to undertake more complex tasks

# Person Specification

## Data Administrator

| <b>Qualifications and Experience</b>   |           |
|--|-----------|
| NVQ3/A Level in a relevant discipline or an equivalent level of knowledge and experience.  | Essential |
| GCSE (or equivalent) in English and Maths  | Essential |
| Administrative Experience  | Essential |
| Administrative experience in an educational setting  | Desirable |
| Experience of managing, producing and analysing data   | Essential |
| <b>Key Skills</b>  |           |
| Maintain confidentiality and adhere to Data Protection regulations at all times.   | Essential |
| Good knowledge of ICT.   | Essential |
| Excellent organisational skills and ability to meet deadlines.   | Essential |
| Able to use own initiative and an excellent team player.   | Essential |
| Able to fulfil all aspects of the role with confidence and fluency in English.   | Essential |
| <b>Values</b>  |           |
| Ambitious: works hard, has the highest standards and is positive for the future.   | Essential |
| Selfless: is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities. | Essential |
| Collaborative: builds strong relationships and networks.   | Essential |



# Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



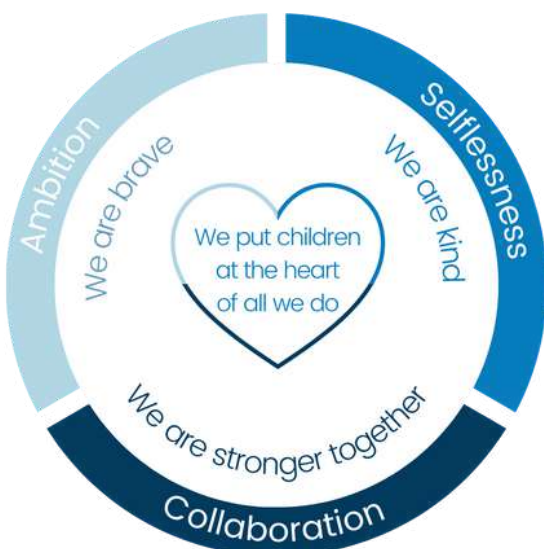
**Welcome from the Ted Wragg Trust  
CEO, Moira Marder**



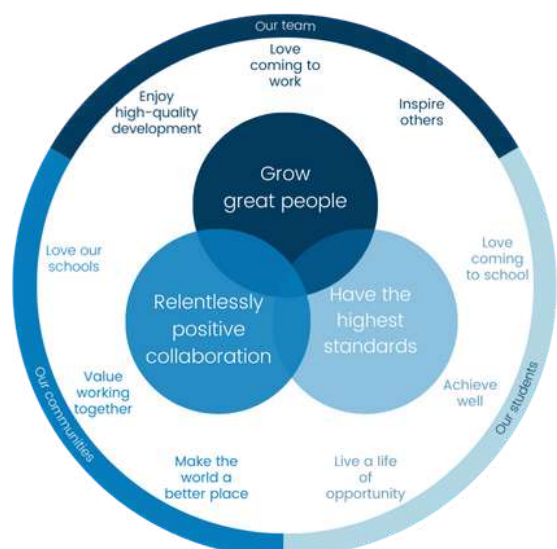
On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

We demonstrate our love through our values



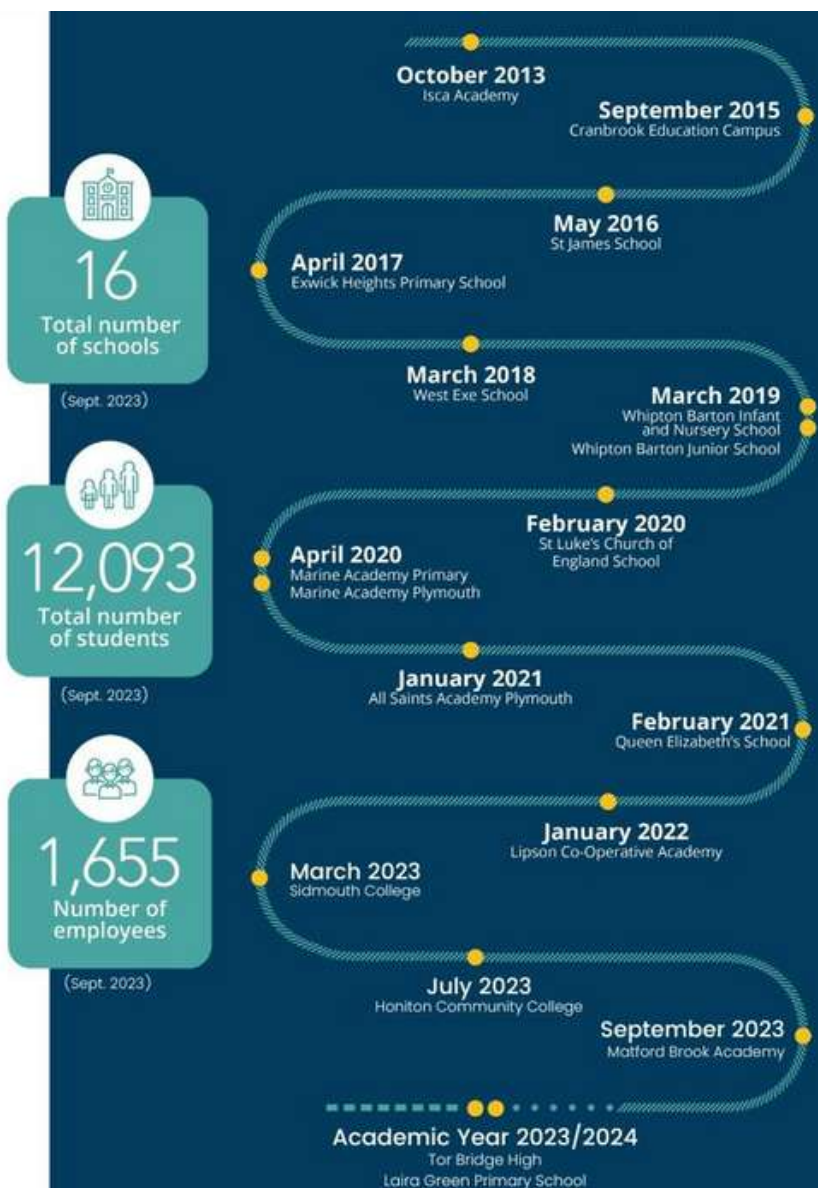
How we will succeed



# Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



## Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.

