



**The Regis School**  
The best in everyone™  
Part of United Learning



ACE School of  
**CHARACTER**

## Welcome to The Regis School

### APPLICATION PACK

Data Assistant (Part-time)

Salary: £13,694.00 (FTE £29,013)

Hours: 20 hours per week, only plus 2 weeks with flexible working hours an option

Start Date: As soon as possible

Closing Date: Midnight on Tuesday 22<sup>nd</sup> January 2025



# The Regis School

The Regis School is part of United Learning, a unique group of independent and state schools working together to achieve the best in everyone.

Our vision is to provide an excellent education so that all young people are able to make a success of their lives and to realise this vision we need to make sure we attract, develop and reward the key ingredient, our high quality, hardworking staff.

The Regis is a school that we all feel proud of and our teachers are passionate about their work. We know that teaching can be a challenging profession, but with the support we offer and a commitment to seeing the best in each other, we work tirelessly to find creative ways to educate. We have access to a group-wide curriculum, an intranet platform that enables sharing of resources and opportunities for work shadowing and mentorship.

The Regis School is a secondary 11-18 school with over 1600 students on roll. We are an inclusive comprehensive school that aims to achieve the best for every student. This philosophy is reflected in the successful Sixth Form of 160+ students who are offered a broad range of academic and vocational programmes. Over 70% of our students progress to Higher Education each year.

The Regis School has a well-qualified, dedicated supportive and enthusiastic staff team. We have approximately 200 staff, all of whom are committed to providing the best possible education for our students. As one of the biggest employers in Bognor Regis, we emphasise the learning of adults and young people. Staff are involved in further study, research projects and in the training of teachers in partnership with local universities.

Academic achievement is at the heart of what we do, ensuring students leave with the highest qualifications that enable them to be competitive in the global economy. We have a strict behaviour policy that enables teachers to teach in classrooms that are mainly free from disruption. Students who prevent others from learning are given a single warning, then learn elsewhere in the school under the supervision of senior staff.

The school boasts superb facilities in all subject areas. Each teaching area has audio-video facilities and a range of ICT suites throughout the school provides access to specialist equipment. All teachers have a laptop provided, to support teaching and administration.

The Regis School aspires to be an outstanding centre of learning, serving its community and transforming lives. We seek to equip our students for a changing world through building confidence, encouraging creativity and fostering enquiry to achieve excellence. These qualities will allow our students to flourish as leaders of the future and to take their place as caring, ambitious and responsible citizens in their communities.

United Learning schools work as a team and achieve more by sharing than any single school could. On our intranet site United Hub, for example, we share lesson plans and many other resources, helping to simplify work processes and manage workloads for an improved work-life balance.

As a group, we reward our staff better: with excellent career opportunities, better pay, benefits, and ultimately, the satisfaction of helping children to succeed.

We greatly value our staff and want them to know it. Starting with financial rewards and solid career progression, we believe in leading the industry with better remuneration packages. As such, you can expect to earn more at United Learning than if you took a role in the maintained sector. In addition, our benefits options are undoubtedly competitive, with every member of staff being entitled to a core benefits and lifestyle package.

Your wellbeing is a priority. It is vital for us to have healthy and happy members of staff, which in turn ensures you are providing the best education for our children. We offer great benefits to support the health and wellbeing of colleagues, such as discounted gym memberships, Cycle2Work schemes and free counselling. We also provide you with more time to think and prepare for the term ahead, with a minimum of eight INSET days a year – with at least three dedicated to planning.

## Part of United Learning

By joining The Regis School you will also become part of United Learning - a unique group of independent and state schools working together to bring out the best in everyone. Our vision is to provide excellent education, which prepares young people to progress in learning and to make a success of their lives. United Learning focuses sharply on the evidence of what makes it more likely that young people will progress and succeed, apply that to classroom practice, allowing schools to continue to learn and develop. It is a priority to provide teachers with excellent professional support and development, so that every child receives an excellent experience.

The approach is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people, supporting colleagues to achieve excellence and acting with integrity in all our dealings within and beyond the organisation, in the interests of young people everywhere.

The development programmes offer access to tailor-made training no matter your career stage, alongside unrivalled opportunities for your career development across both the maintained and independent sectors. The Performance and Development Reviews (PDR) encompass personal aspiration, impact on pupil achievement and identification of continuous professional development and training that is right for you and your future.

*“Pupils achieve well across the curriculum and are prepared well for the next steps in their education.” “ More sixth-form students are achieving the highest A-level grades and gaining places at top universities. Leaders have worked with subject specialists from the multi-academy trust to plan a broad and ambitious curriculum.” (Ofsted November 2023)*



# A Message from The Principals



*Dave Oakes, Executive Principal*



*Joanne Lewis, Associate Principal*

Thank you for your interest in our vacancy at The Regis School. We feel privileged to be leading this successful school and we are resolute in our determination to deliver a high performing fully inclusive school, that provides a first-class education for the community it serves.

The staff here share that ambition, and you would be joining a highly qualified, motivated, and dedicated team, who are passionate about ensuring they bring out the best in everyone. We have high expectations of the students and a shared purpose; to ensure when they leave us, they will be motivated lifelong learners, kind citizens and productive young adults.

This is achieved through delivering an ambitious curriculum that equips students with powerful knowledge, maximising their cognitive development, and drawing out and building on their talents. Our curriculum is broad and balanced, not just our academic curriculum but also in terms of Character Education, where we are fully committed to our co-curricular provision, and the 'hidden curriculum' of the school - intended to spark curiosity and to nourish the head and the heart.

Our ethos is centred around 'the best in everyone' and therefore we expect the best from everyone, constantly challenging the students and ourselves. As hardworking and passionate leaders we believe in many things including: high professional standards (of ourselves and our work); in personal responsibility and the value of discipline; that all students deserve disruption free learning; in kindness and good manners; in inclusion; in smiling; in being respectful and most importantly in showing limitless ambition, setting goals high.

We are proud of the commitment shown daily from our staff and the students to ensure The Regis School is a centre of educational excellence. This permeates out into the community, where parents' confidence in our ability to do so is shown in The Regis School being the school of choice for the community we serve. We are delighted to have been oversubscribed and early indications predict this trend will continue.

If the above aligns to your values and educational beliefs and feel excited that The Regis School could be the right school for you, we would welcome your application. There is more information in our pack and on our website about our school, and we hope you enjoy finding out more about us. We recognise that moving to a new school is a significant decision and therefore offer an open invite to prospective candidates to meet with us and visit the school in person. We very much look forward to meeting you.

# Data Assistant (part-time)

**Salary: £13,694.00 (FTE £29,013)**

**20 hours per week, term-time only plus 2 weeks with flexible working hours an option**

As part of a busy, innovative, and vibrant team, we are seeking to appoint a Data Assistant to support to the collation, storage and management of pupil and school data to inform continuous school improvement. You will assist the Data Manager and work with key leaders in ensuring the data received from staff is accurate, timely and fit for purpose, and secure efficient turnaround of data, presenting it in appropriate formats for use by key stakeholders.

The Data and Assessment office deals with all aspects of the school's assessment and management information system. There is a Data Lead and an Examinations Officer who work closely together to ensure the smooth running of all assessment and reporting systems. Data plays a huge part in the school's commitment to securing the best outcomes for our students; therefore, this role is essential in securing the best in and from everyone. Additionally, there are opportunities (where appropriate/desired) for support staff to engage in student facing roles such as being a tutor, one to one academic mentoring and/or offering extra curricular activities. This would typically be in addition to the 20 hours for the data role.

Main duties will include:

- To maintain daily communications and positive relationships with key stakeholders.
- Manage school admissions and leavers on school management information system (MIS).
- Support the accurate and timely delivery of agreed data products.
- Working within a team environment and contributing positively to new solutions for more effective use of our data.
- Day to day support of the school's main data systems.

Candidate will need the following essential skills:

- Able to work at pace towards multiple deadlines with no impact on the quality of outcomes.
- Be confident, solution focused and have a positive attitude.
- A self-starter, take initiative, think ahead and plan and amend work schedules as needed.
- Have confidence to work independently, using own innovative but also to seek help where needed.
- Have well-developed skills in the use of Office software, particularly Excel to a higher level such as knowledge of VLOOKUP's, Data Validation, Pivot Tables.
- Has a high attention to detail, particularly across different data systems.
- Ability to work under pressure and prioritise effectively.
- Previous experience in a similar field.
- Ability to recognise and address errors in data in order to prevent inaccurate information being shared with key stakeholders including parents.
- Able to adapt quickly and learn new systems in a timely manner.
- When faced with problems are able to troubleshoot and either personally address or seek the help needed to resolve.

It would be Desirable Skills if candidates had the following skills:

- Experience of school management information systems such as Arbor.

We have a number of core benefits which include competitive rates of pay when compared to the maintained sector; access to a contributory pension scheme relevant to your role and enhanced parental leave policies. We also offer reduced gym membership to our on-site gym, reduced fees for the on-site nursery. There is a car leasing scheme and all staff can access 'Perkbox and Westfield' offering discounts in weekly shopping, high street stores and flights and holidays, we also offer all employees a Health Cash Plan. We are committed to ensuring our employees feel valued and appreciated. We offer ore pay, more time, and more support. We offer the best pay in the sector, three extra INSET days for planning, guaranteed personal days, great training for your career, and more. Teach with United Learning for a more rewarding career.

Further information can be viewed at <https://www.theregisschool.co.uk/working-for-us/vacancies> or please contact Vicky Ovens ([vicky.ovens@theregisschool.co.uk](mailto:vicky.ovens@theregisschool.co.uk)) with any questions you may have.

We reserve the right to close this vacancy early should we receive an overwhelming response.

**Closing date: Midnight Wednesday 22<sup>nd</sup> January 2025**

**Interviews: To be confirmed**

**The Regis School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the school to share this commitment. All positions are subject to an enhanced disclosure through the Disclosure and Barring Service (DBS).**

# Job Description and Person Specification

**Role:** Data Assistant (part-time)  
**Salary:** £13,694.00 (FTE £29,013)  
**Hours:** 20 hours per week, term-time only plus 2 weeks  
**Reporting to:** Data Manager

**Job Purpose:** To support the Data Manager in all aspects of the school's assessment, data and management information systems.

## Duties and responsibilities:

- Support with quality assuring data following internal data captures.
- Assist in the production and distribution of student assessment reports.
- Assist senior leaders in ensuring the data received from staff is accurate, timely and fit for purpose.
- Analyse and present data in appropriate formats for use by key stakeholders.
- Support staff with MIS system, Arbor, troubleshooting and being point of contact between school and Arbor support.
- Support with timetabling maintenance and in year changes for the school e.g. room changes, allocating students to groups, updating rotas and in year changes to lessons if required.
- Maintain detention and duty rotas on Arbor
- Manage school admissions and leavers, adding students to Arbor, creating timetables and adding contact information for new students and off rolling students that leave the school. Manage the transfer of students records to and from other schools in a timely manner. Inform local authority as students join or leave school.
- Maintain student and parent details on Arbor, updating with changes as required.
- Continuous learning of the role of the Data Office to support the Data Manager as and when required.
- To support the school's commitment to safeguarding children and promoting their welfare at a level appropriate to this role.
- Be aware of and comply with policies and procedures relating to health and safety, securing, confidentiality and data protection, GDPR, reporting all concerns to the appropriate person.

## Essential Skills

- Able to work at pace towards multiple deadlines with no impact on the quality of outcomes.
- Be confident, solution focused and have a positive attitude.
- A self-starter, take initiative, think ahead and plan and amend work schedules as needed.
- Have confidence to work independently, using own innovative but also to seek help where needed.
- Have well-developed skills in the use of Office software, particularly Excel to a higher level such as knowledge of VLOOKUP's, Data Validation, Pivot Tables.
- Has a high attention to detail, particularly across different data systems.
- Ability to work under pressure and prioritise effectively.
- Previous experience in a similar field.
- Ability to recognise and address errors in data in order to prevent inaccurate information being shared with key stakeholders including parents.
- Able to adapt quickly and learn new systems in a timely manner.
- When faced with problems are able to troubleshoot and either personally address or seek the help needed to resolve.

## Desirable Skills

- Experience of school management information systems such as Arbor.

**Notes:**

The above responsibilities are subject to the general duties contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It may be amended at any time, following consultation between the Principal /Deputy Principal, and will be reviewed annually.

This is not a narrow definition of specific responsibilities but to provide a guideline and should be seen as enabling rather than restrictive.

Every member of staff has a responsibility to safeguard and promote the welfare of students



# What makes The Regis School a Great Place to Work and Learn?

- ✓ Be working for the biggest Multi Academy Trust in the UK, benefitting from professional support and constructive challenge to drive your department to excel. Your curriculum intent will be supported by access to the ambitious UL curriculum. Furthermore, you will have access to first class professional developmental opportunities, and a collaborative and supportive national network of highly effective practitioners with a common purpose to bring out the best in everyone and continuous drive for improvement.
- ✓ Work in a disruption free learning environment, enabling teachers to teach and students to learn.
- ✓ Work within a team who are friendly, supportive, and ambitious, who all share a passion for teaching.
- ✓ Join a team fully committed to becoming a leading department within the school and across the trust.
- ✓ Work in a school culture where feedback is central to improving the quality of teaching, supported by instructional coaching and deliberate practice.
- ✓ Working in a state-of-the-art school environment
- ✓ Have protected subject time on a weekly basis, as well as an additional nine INSET days per year where the whole team can come together, to work on continued professional development, subject specific pedagogical ideas, and individual professional development.
- ✓ Be able to access excellent professional learning and career opportunities each year both within the school and the wider trust.
- ✓ Receive the resources you need to teach well, including a laptop for use at home and a fully equipped classroom with interactive whiteboard and visualiser.
- ✓ Have access to reduced Gym Membership (50% off standard anytime membership) in a state of the art gym facility on campus.
- ✓ Cycle to work salary sacrifice scheme and car leasing scheme and RAC discounts.
- ✓ Have access to United Learning's Staff Benefits package. Including access to 'Perkbox' and 'Westfield' offering hundreds of discounts on shopping and holidays and free online exercise classes.
- ✓ A health cash plan via Westfield where you can claim for dentist appointments, opticians and physiotherapists. You also have access to a virtual same day GP.
- ✓ Accessibility to structured counselling sessions.
- ✓ Have access to 10% discount on nursery place at Stepping Stones on-site nursery.
- ✓ Have access to an Employee Assistance Programme for wellbeing and access to Mental health trained staff on-site.
- ✓ Life Insurance.
- ✓ At least one personal day a year.
- ✓ Work in a continuously improving school with a passion for high expectations and standards at a school that makes a difference to the students and their community.
- ✓ Work in a great working environment with high staff morale and a strong sense of community.
- ✓ Have access to enhanced pay scales and progression. We pay an average of 5% above national scales
- ✓ Have access to a the TPS or the Local Government Pension Scheme with generous employee contributions.

Our pledge, to all our academy teachers, is that by working for us you will benefit from more pay, more time, and more support.



# Our Staff Wellbeing Charter

We greatly value our staff and want them to know it.

The strength of The Regis School is determined by its people, which is why we seek to recruit and retain the very best. Just as we seek to provide the best education and opportunities for the children and young people in our schools, we want the very best for colleagues too, ensuring everyone feels valued, appreciated and able to thrive at work.

With that in mind we have created and adhere to our **Wellbeing and Workload Charter**

CULTURE MATTERS	TIME MATTERS	SUPPORT MATTERS
We are <b>AMBITIOUS</b> in our pursuit of <b>EXCELLENCE, for ourselves and others</b> - we expect the best from everyone	All staff are entitled to a day <b>PERSONAL LEAVE</b> or request time off under <b>HEADS DISCRETION</b> . Family matters at The Regis School	Through a balance of support, accountability and constructive feedback, effective <b>LINE MANAGEMENT</b> empowers others to be highly impactful in their role
We have embedded <b>CLEAR AND EFFECTIVE BEHAVIOUR SYSTEMS</b> which allow for disruption-free learning	Our <b>CENTRALISED DETENTION</b> system gives certainty, consistency and immediacy and supports workload and reduces admin	Access to the right support in a timely manner is important, therefore staff can access Free Counselling, Mental Health First Aiders, 24/7 GP access
Our <b>VISION AND COMMON LANGUAGE</b> is referenced regularly, shared with all stakeholders, and serves as our DNA	<b>FEEDBACK FRAMEWORKS</b> consider workload to impact ratio, and we positively support <b>CO-PLANNING</b>	All staff can access <b>CASH BENEFITS</b> including Perkbox, reduced campus gym membership, lower campus nursery fees
Good <b>COMMUNICATION</b> ensures all staff have the information they need to perform well and eliminate inconsistencies and inefficiencies	We employ cover supervisors to <b>MINIMISE COVER</b> and support the quality of curriculum implementation	We have 9 <b>INSET DAYS A YEAR</b> , of which three are committed to staff planning, two for wellbeing days and the remainder Professional Development
All members of the <b>SLT HAVE A HIGH VISIBLE PRESENCE</b> across the school and throughout the school day	Where appropriate, it is okay to leave school any time after the students have left. We have a <b>GENUINE NO GUILT CULTURE</b>	All staff receive <b>REGULAR FEEDBACK</b> on their performance, in their core job roles and beyond. Excellent practice is publicly praise
We regularly invite, consider and action the views of staff. <b>STAFF HAVE A VOICE</b> , and they are listened to	Most <b>PARENT CONSULTATION EVENINGS REMAIN VIRTUAL</b> and may be completed from home if practical	All staff have a right to <b>RELEVANT AND IMPACTFUL CPD</b> at a whole-school level and within subjects, designed to reflect strong guidance from the EEF
Routines are followed by all staff to ensure consistency and fairness. <b>THE 100% SCHOOL</b> is about teamwork	<b>ACADEMIC CALENDAR</b> that is carefully planned to enable highly effective organisation, time management, and reduce pressure points	<b>TRAINEES AND EARLY CAREER TEACHERS</b> receive excellent training, including instructional coaching, supported by a <b>SKILLED AND DEDICATED MENTOR</b>
Weekly and termly wellbeing/social events, staff wellbeing intranet page, monthly cakes... <b>WELLBEING MATTERS</b>	Our highly <b>EFFECTIVE SUPPORT STAFF</b> , carry out administrative/technical tasks that reduce impact on others workload	<b>STAFF PDR</b> is focused on supporting others to develop within their role and is not driven by data
Strong culture of recognition and praise – <b>BEING VALUED MATTERS</b>	<b>SCHOOL IMPROVEMENT DECISIONS</b> are evidence informed and regularly reviewed to ensure impact - there is a willingness to change	Exceptional and well-established links with <b>UNITED LEARNING</b> advisors and specialist staff offer professional development on all key areas of school life

MEANINGFUL WORK	POSITIVE EXPERIENCE	SOCIAL RELATIONSHIPS	TASK ACHIEVEMENT
You have a professional purpose. We have shared ambition, drive, and commitment	You feel valued and motivated. We recognise and celebrate good work at every opportunity	You have positive connections. We have supportive staff and well-mannered students	You can 'get your work done'. We always consider staff workload before introducing anything new



## Education with Character

The Regis School is proud to be an ACE School of Character and is nationally recognised as a beacon of best practice in this area. Our character curriculum is systematically delivered, through lessons, assemblies, tutor time and our rich extra-curricular and student leadership opportunities.

The TRS Character programme is underpinned by our Regis 10 values

<b>Respect</b>	Respecting everyone's right to disruption free learning
<b>Listen</b>	Actively listening to the opinions of others
<b>Welcoming</b>	Celebrating and embracing diversity and inclusion
<b>Positive</b>	Welcoming challenges positively, to develop one's full potential
<b>Service</b>	Taking practical action to create positive change
<b>Resilient</b>	Persevering and never giving up
<b>Creative</b>	Approaching tasks with imagination, originality, curiosity and spark
<b>Independent</b>	Showing initiative, and practicing independently to improve
<b>Kind</b>	Supporting and encouraging others, through kindness and care
<b>Belief</b>	Developing confidence and having the ambition to achieve goals

Staff play a vital role in the development of student's character and are expected to role model and always promote our values. This is a vital aspect of our 'caught' character programme. Staff must actively support this 'values-led' approach, with an authentic commitment to developing the whole child, and in turn both their academic potential and character development, empowering them to flourish here and in the adult world.

We are committed to broadening our students' horizons and are passionate about developing their cultural capital. Staff support this through both the taught curriculum and opportunities to learn outside the classroom. We actively encourage students to experience a breadth of opportunities such as trips and visits including overseas and residentials, inspirational speakers, visits to universities and professional workplaces, student leadership opportunities and cultural exploration as part of the United Learning Character Charter.

Overall, our character curriculum empowers our students to develop the phronesis and integrity to make the right decisions, at the right time, for the right reasons, so they can flourish.

*"The school's work to ensure that pupils become active and confident citizens is a significant strength. The personal, social, health and economic education programme is very well planned and delivered. This includes in the sixth form. Pupils and sixth-form students recognise the importance of these sessions and say that they are relevant to them. Many pupils take part in the wide range of extra-curricular clubs on offer. Sixth form students make a useful contribution to the rest of the school. The Year 12 programme provides enrichment opportunities for all students. For example, students take part in sports leadership and help younger pupils with their learning in lessons." (Ofsted November 2023)*



## How to contact us

To apply and see more details please visit our website: [www.theregisschool.co.uk/working-for-us/vacancies](http://www.theregisschool.co.uk/working-for-us/vacancies). Once you have applied via the online application process we will contact you to let you know whether you have been offered an interview or not. If you are invited for an interview, we will then ask for references in advance of the interview (unless specified) and documents will be collated for a DBS check.

If you have any questions, please email [vicky.ovens@theregisschool.co.uk](mailto:vicky.ovens@theregisschool.co.uk).

We are working hard to become a more diverse organisation – which is key to our commitment to bringing out the best in everyone. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

## United Learning Child Protection Statement

United Learning is fully committed to the safeguarding of children – ensuring the wellbeing of the child is paramount. For students to feel that they can do their best and achieve their true potential, it is important that they feel safe and supported in the school environment.

Everyone working within our schools and academies, whatever their role, is acutely aware that issues to do with the protection of children are of the highest possible importance. Trust underpins everything that we do in schools. The parents of our students entrust the care of their children to us and together we are all responsible for their well-being.

In relation to safeguarding, United Learning aims to ‘prevent’, ‘protect’ and ‘support’ all its students by addressing child protection in the curriculum, pastoral activities and in the management of the school, and by empowering and enabling staff to be vigilant for vulnerable students through training and information dissemination.

All United Learning schools have policies which deal with safeguarding, child protection and safer recruitment, which are in accordance with the relevant local authority procedures, and which comply with the DFE’s safeguarding children and safer recruitment statutory guidance. The individual school policies are available via each school’s website or by contacting your school directly.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Schools are now required, as part of their shortlisting process to carry out an online search as part their due diligence. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.



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