



Rotherfield
Primary School



Federation Data & Admin Officer

Newington Green and Rotherfield Primary
Schools

Closing date: 5th January 2023, job reference: NG/RTH/ 1259



**Welcome and information about the Newington
Green and Rotherfield Primary Schools**



Dear Candidate,

Thank you for your interest in applying for the post of Federation Data & Admin Officer at Newington Green and Rotherfield. We are vibrant, 2 form entry community schools, in the heart of Islington. We have significantly higher than average numbers of pupils who speak English as an additional language, as well as those entitled to free school meals. Our families come from a very broad range of backgrounds, and we pride ourselves on our shared commitment to each other and our schools.

We are advertising for this role, taking a leading role in our Federation on Data. This is a term time only role, with approx. 23% employers' contribution to local government pension scheme, one of the best pensions offers around! We will also consider some hybrid working for an exceptional candidate, with the aim to attract and retain the best talent.

This is a new post in our structure, and you will be joining a committed and fun team. Our operations staff are key to us delivering the best educational offer for pupils and we value them hugely in the Federation.

The team structure for operations includes a Federation Business Manager (Elizabeth), Extended Service Coordinator, Data Officer, Finance Admin Officer, and a receptionist in each school.

There is a huge amount of potential to be realised across our schools. Both are good schools, with the capacity to be outstanding. A very exciting journey lies ahead of us, in bringing the potential in our Federation to fruition.

Benefits of working with us...

Term time only working, suits childcare needs and gives ability to have a good work life balance- 13

weeks holiday a year!

Pension- our staff are in Teachers or the Local Government pension scheme. This is an excellent benefit for staff as pension contributions from us vary between 20-25% of your pay. You will not get this offer in the private sector!

Childcare- our staff have reduced wrap around childcare costs if they attend our schools. We can find them spaces to learn and to be well cared for while you are at work!

Flexibility-most of the work can be done from either of our school sites- so you can choose the easiest one as your main base to support your commute. We will also consider some home/flexible working for an exceptional candidate.

Our curriculum is rich and creative, including specialist teaching in computing, Spanish, music, and PE. We run a great range of extra-curricular clubs in both schools. We want to see our pupils develop as whole people; to understand their place in the community and the wider world around them.

I would be really happy to meet you and discuss your application informally over the phone or for you to visit and take a tour at either/both school/s.

I very much look forward to receiving your application,

Abi Misselbrook-Lovejoy
Executive Headteacher



Rotherfield Primary School
<http://www.rotherfieldprimaryschool.co.uk/>

Rotherfield is a vibrant, two form entry school, with Nursery, serving a diverse community in Islington. Rotherfield is situated just off Essex Road in Islington, with good transport links.

Rotherfield is a four storey Victorian building. In the corner of our playground, we have kitchen garden beds and fruit trees making our fabulous 'edible garden'. The school has recently refurbished its EYFS playground, all classrooms, and hall spaces and also gets to use some greenspace land opposite the school as an extra playground and outside learning space.

The school has approximately 56% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils. We run an 'Out and About' programme which means pupils do about 36 visits throughout their schooling with us to enhance their wider learning and cultural opportunities (ballet, opera, canoeing, zoo, national museums etc)

We were rated good at our last inspection (February 2018) and are working hard to continuously improve. Rotherfield has an established partnership with another Islington School (Newington Green). The Governing Board Federated in July 2022, following 5 years of working together. Our Executive Head works across both schools, and we work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!
<http://futurezone.org.uk/>

We have the following staff working across both schools: Home School Worker, Music Specialist, Premises Assistant, Spanish Specialist, Business Manager, Executive Head, Head Chef, and a Computing Specialist.

We run wrap around care from 7.45am to 6.30pm and have a range of enrichment clubs for pupils to attend.

Our classes have bespoke storage, new furniture and upgraded IT capacity. We have a specialist storage area for teaching resources and staff work area where they can plan and be near resources to select them for lessons. We are also lucky to benefit from a computing space and an art/music studio! We have further plans to develop our playground and children's toilets soon.

The very best way to find out if Rotherfield is right for you is to come and visit us! This will give you a real sense of what it would be like to work here.



Newington Green Primary School

www.newingtongreen.co.uk

Newington Green is a vibrant, two form entry school, with Nursery and two-year-old provision, serving a diverse community in Islington. Most pupils are of minority ethnic origin with Turkish, Somalian and Bengali being the largest ethnic groups in the school.

The school has approximately 44% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils. We run the cultural entitlement programme which means pupils do about 36 visits throughout their schooling with us to enhance their wider learning and cultural opportunities (ballet, opera, canoeing, zoo, national museums etc)

We were rated good at our last inspection (March 2017) and are working hard to continuously improve.

The school had a multimillion-pound refurbishment to the main, and 2 subsidiary buildings. The quality of the learning and working environment is now exceptional. Classrooms have bespoke storage, we have a cookery suite, performance hall, gym hall, dining hall, art studio, Spanish Studio, Music Studio, Parent hub, conference suite and group rooms for each year group. All of our playgrounds have also been redeveloped and the quality of the spaces is fantastic for learning and playing.

We have a large kitchen onsite, with an additional room that has cooking facilities for staff and children. We have growing beds for vegetables and want to further develop our food provision.

On our website you will find many of our school policies. The Learning Policy, Behavior Policy and Marking and Feedback Policy will help give you an idea of how we work and our expectations here.

In 2016 we began a partnership with Rotherfield Primary School. In this partnership we share staff and resources with the aim of securing the best provision for our pupils. We Federated in July 2022, and now share a Governing Board committed to driving improvement in both schools. We have the following shared staff across both schools: Home School Worker, Premises Assistant, Spanish Specialist, Business Manager, Executive Head, Head Chef and a Computing Specialist.

We run wrap around care from 7.30am to 6.30pm and have a range of enrichment clubs for pupils to attend.

We work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!



Why do staff work here?

Ciara

I came to Rotherfield as an NQT about 10 years ago and think so highly of the place that I have not wanted to leave!

The school's location in the dynamic borough of Islington means that it is an interesting and diverse area to live and work in.

In my time at Rotherfield, I have been able to develop professionally through leading a range of subjects including Music, PE, and Maths; ultimately becoming part of the Senior Leadership Team as an Assistant Head.

The school has a very special community feel and has become a home away from home for me.

There is great parental involvement through the Friends of Rotherfield; a friendly and hard-working staff and a supportive governing body who really care about the school.

Most of all, the children are wonderful, and I consider it a privilege to work at Rotherfield Primary School.





Why do staff work here?

Janet- Both Newington Green and Rotherfield staff member

As part of the Subject Specialist Team, I teach Spanish from Reception to Year 6 across the partnership. Teaching every child in two schools every week requires a lot of energy and meticulous organisation, but I love the variety this model offers, delivering my subject across the age range, adapting language and activities to each cognitive stage.

As a subject specialist, I'm expected to design and deliver a creative curriculum which complements and enriches that of each main school. I'm supported in this by research-led teaching and learning CPD and we're encouraged to challenge our thinking and practice. The buildings and outside spaces in each school have very distinct architectural styles but both have been modernised to create great spaces in which to teach and learn.

When I started the role, I was struck by the children's growth mindset. I love working with such enthusiastic learners. They amaze me every day!





Information about the Federation Data Management Administrator role



Federation Data & Admin Officer

- **Salary Grade Range:** NJC SC5
- **Actual Salary:** £25,342 to £27,434 per annum depending on experience and skills
- **Contract:** Full-Time, 35 hours per week, term time only
- **Start date:** Flexible depending on candidate

Newington Green and Rotherfield are primary schools working in partnership in the heart of Islington. We are seeking a Federation Premises Assistant to work across both settings. We federated in July 2022, after 6 years of working together. This is an exciting time to join us as we seek to drive improvement for children in our schools educationally and socially post covid. You will be part of a team of 9 staff working across the 2 schools, and working with a stable and committed leadership team, who have strong success in improving provision.

You are someone with:

- Proven clerical/administrative experience
- Excellent written and oral communication skills and ability to deal sensitively with members of the public, by telephone and in person
- Ability to work under pressure and meet tight deadlines
- The ability to work within set procedures and to maintain confidentiality
- Excellent numerical skills to record routine statistical information
- Flexibility to work a changing shift pattern on a rota basis according to the needs of the school

We offer:

- Pride in our diversity and sense of community.
- A dynamic federation.
- Great children who want to learn.
- Supportive management and Governance, with ambitious expectations.
- A strong sense of teamwork and collaboration.
- A commitment to excellent professional development for all staff.

Visits to the school are encouraged and can be organised by contacting the Rotherfield school office on 020 7226 6620, or Newington Green office on 020 7254 3092.

Closing date: Midnight on 5th January 2023

We reserve the right to appoint before the closing date if a suitable candidate is found. Early application is encouraged.

To apply for the role, visit www.islington.gov.uk/jobs.

Newington Green and Rotherfield Schools are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants.

In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.



Job Description

Position	Federation Data & Admin Officer		
Grade	Scale 5		
Hours	Full-Time, 35 hours per week, term time only		
Responsible to	Business Manager		
Key Relationships	Line manager (FSBM) EXHT Parents/Stakeholders/Children	Heads of School External partners	Governors/Staff Futurezone SBM

Newington Green and Rotherfield Primary Schools are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

Purpose of the Post

To provide effective Data support to the Federation, ensuring this service runs smoothly and efficiently. To provide effective administrative support to the school, ensuring this service runs smoothly and efficiently. To lead on recording of pupil data including all entries on school MIS system and all pupil related assessment data.

They will ensure that the main offices of both schools provide a warm, welcoming, and enabling service to parents, carers, visitors, governors, staff and pupils.

Duties and responsibilities

Main Duties

- To provide confidential administrative support, drafting correspondence and standard reports, providing typing/word processing skills to produce letters/reports etc. This may include minutes collate paperwork completed by staff or families, photocopying, and circulating as required within the school and to outside professionals.
- To be responsible for the maintenance of confidential files (including pupil Special Educational Need (SEN) and Safeguarding records) as requested and to liaise with relevant borough departments, collecting or submitting relevant information and data.
- To use computer software to input, update and maintain of pupil data, including SEN, and the extraction of information as required to perform the duties of the post.

- To support the Assistant Headteacher and SENCO in his/her role in monitoring attendance; inputting data on the relevant database and generating reports as required.
- To support the school's admissions procedures including all necessary communications with parents and the Local Authority including the request and transfer of confidential pupil records and coordinating secondary school transfer as well as in year admission.
- Liaise with teaching and support staff to ensure data recording is undertaken in a timely manner, investigating missing data / anomalies, and supporting staff with queries relating to data and attendance recording.
- To carry out first day absence calling and recording reasons for absence as well as collating weekly attendance data for pastoral leads to follow up.
- Completing all statistical returns, including the school census and School Workforce Census
- To assist the school in collating information required by the authority
- To use general office equipment as required, e.g., photocopier, computer, and undertake general clerical/administrative duties within the school:
 - Filing
 - Photocopying
 - Processing of pupil exclusion
 - Minute taking of Child missing in Education
 - Minute taking Governing body committee meetings
- To monitor and manage your own workload and keep records in an agreed format
- To constructively take part in meetings/briefings, supervision, conferences, and other events designed to improve communication and assist with the effective development of the post and the post holder
- Maintain computerised personnel records, ensuring accurate records of staff details, including type of contract, pay etc, and recording ethnic monitoring information.
- To provide support for the school office/ reception, as required.

Pupil Data

- Be responsible for all statutory data returns such as collection returns PLASC, roll figures, absence returns and ensure statutory forms completed and returned by deadline.
- Keep record of pupil exclusions and reasons and provide information to the relevant department at the Council.
- Liaise with parents about return of pupils from exclusion.
- Enter pupil data on joiners and leavers on system.
- Manage pupil data by ensuring that all required pupil data is up to date and accurate i.e., FSM figures, ethnicity codes, SEN status, pupil results and issue UPNs.
- Administer procedures relating to pupils transferring or leaving the school.

Other Duties

- To work as an integral part of the admin team, supporting and covering other members as required.
- To undertake general administrative duties using office equipment as required:
 - Filing
 - Photocopying
 - Dealing with incoming/outgoing mail
 - Drafting of letters, reports etc
 - Work closely the Headteacher, SLT and School Business Manager, as required, to ensure website and school management learning environment is up to date
 - Check and respond to emails daily
- To constructively take part in meetings/briefings, supervision, conferences and other events designed to improve communication and assist with the effective development of the post and the post holder
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant H&S Guidance and Legislation.
- To promote the safeguarding of children.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required.
- To monitor and manage own workload and keep records in an agreed format.
- To achieve agreed targets and personal appraisal targets as agreed by the line manager
- To undertake any training and development as required.



Personal Responsibilities

- To carry out the duties and responsibilities of the post, in accordance with London Borough of Islington's Health and Safety Policy and relevant Health and Safety Legislation.
- To take responsibility for safeguarding and promoting the welfare of children.
- To undertake training as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.
- At all times to carry out the responsibilities of the post with due regard to the Council's Equal Opportunities policy.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- To carry out general portage duties as required and particularly the provision of furniture and other equipment to meet the needs of premises users for timetabled activities without continued instruction.

Confidentiality

- The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

Performance Standards

- To ensure that the school customer care standards are met and adhered to
- To ensure that all duties are performed in accordance with the Council's financial regulations
- At all times to carry out the responsibilities of the post with due regards to the Equalities Act.

Fundamentals to fulfilling the responsibilities of this post is the ability to respond flexibly, positively, and successfully to the ever-changing pressures which schools face. This Job description is a guide to the level and range of responsibilities, which the postholder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.



Communication

- Ensure the school offices maintain the highest standards of customer service and care.
- Ensure all visitors to the school are welcomed appropriately and proper safeguarding practice is always maintained.
- Ensure effective communication is maintained between the admin and other staff
- Ensure the school's internal communication and calendar systems function effectively.

Accountability

- To provide confidential administrative support, drafting correspondence and standard reports, providing typing/word processing skills to produce letters/reports etc. This may include minutes collate paperwork completed by staff or families, photocopying, and circulating as required within the school and to outside professionals.
- To be responsible for the maintenance of confidential files (including pupil Special Educational Need (SEN) and Safeguarding records) as requested and to liaise with relevant borough departments, collecting or submitting relevant information and data.
- Provide accurate and timely information and reports to the senior leadership teams of both schools as required.

Values and Culture

- Ensure the highest expectations and standards are maintained around financial probity, equalities, and safeguarding.
- Maintain open and honest communication with Governors and school leaders.
- Maintain a positive, solutions focused attitude to problems.
- Create an enabling and flexible culture around admin and premises, focused on supporting school leaders, staff, pupils, parents and external agencies to fulfil their functions effectively.
- Respond positively to constructive feedback.
- Maintain a reflective, proactive and creative approach to school improvement.



Personal Responsibilities

- To be always professional in dress and manner
- To treat all staff, parents, carers, visitors and pupils with respect and courtesy.
- To be responsible for own career development and undertake training, professional development, and other learning activities as appropriate.
- Be aware and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the relevant person.
- Be a suitable person to work with children and undertake an Enhanced Disclosure and Barring (DBS) check and other employment checks

The Federation Data Officer is required to safeguard and promote the welfare of children and young people, promote, and inform the ethos of the schools, and follow school policies, especially ensuring that they operate within the schools' equalities policies and the staff codes of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Federation Data Officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the FSBM.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively, and successfully to the ever-changing pressures which schools face.

This job description is a guide to the level and range of responsibilities, which the post-holder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, to meet changing circumstances and demands. It will not form part of the post-holder's contract of employment.

Person Specification

Essential Criteria

- Proven clerical/administrative experience
- Excellent written and oral communication skills and ability to deal sensitively with members of the public, by telephone and in person
- Ability to prioritise to ensure that deadlines are met, whilst working under pressure
- Ability to work under pressure and meet tight deadlines
- Experience of using and developing manual and computerised filing systems.
- Ability to present information (data and text) in a variety of formats
- Experience of administration including dealing with correspondence and photocopying
- The ability to work within set procedures and to maintain confidentiality
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Excellent numerical skills to record routine statistical information.
- Ability to work effectively as part of a team
- Flexibility to work a changing shift pattern on a rota basis according to the needs of the school.

Personal qualities

- Commitment to promoting the ethos and values of the schools and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively, continuing to meet deadlines, produce high-quality work and maintain a friendly and professional disposition
- Ability to build and maintain an effective working relationship with a wide variety of people, including appropriate relationships and personal boundaries with children
- Commitment to always maintaining confidentiality
- Commitment to safeguarding and equality.



How to apply

Application Deadline

Completed application forms must be received by Midnight on 5th January 2023.

To apply

Please apply online at www.islington.gov.uk/jobs.

Contact

To find out more about the role, please contact either school office to arrange a time (Rotherfield – 020 7226 6620 / Newington Green - 020 7254 3092).

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications, skills, abilities and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the online job listing. Please refer

to those before submitting your application.

Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process.

Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



Matthias Road, London, N16 8NP

Tel: 020 7254 3092

Email: admin@newingtongreen.co.uk

www.newingtongreen.co.uk

Executive Headteacher: Abi
Misselbrook-Lovejoy

Head of School: Mairead McDonnell

Newington Green Primary School

Rotherfield Primary School

Rotherfield Street, London, N1 3EE

Tel: 020 7226 6620

Email: admin@rotherfield.islington.sch.uk

www.rotherfieldprimaryschool.co.uk

Executive Headteacher: Abi
Misselbrook-Lovejoy

Head of School: Joanna Jones

