



# ABBAY COLLEGE CAMBRIDGE

## **Information Pack: Data Officer and Timetabler**

**To be a community energized by a love of  
learning and the pursuit of outstanding  
achievement for all**



**Each individual student  
achieves excellence by  
achieving significant and  
rounded personal development**

**Each individual student  
achieves excellence by looking  
out from the college to broader  
horizons**



**Each individual student  
achieves excellence by gaining  
the best possible examination  
results**



**Each individual student  
achieves excellence by winning  
a place on a challenging  
university course**



**Each individual student  
achieves excellence by taking  
responsibility as an  
independent learner**



## What people say about Abbey College Cambridge

*'The students are very friendly and cooperative; lessons are intimate and offer many opportunities which are not available in other schools such as the ability to work one-to-one with every student regularly; the staff are also very friendly and welcoming.'*

*'The students are fantastic.'*

*'The students' conscientiousness, commitment and mature approach to studies are first rate. They are also appreciative of one's assistance with their work and solving non-academic problems.'*

*'Most students have a superb attitude toward learning which makes it so much easier to teach them; they want to learn.'*

*'We really appreciate the management of Abbey College Cambridge for their commitment and all the help our daughter has received. She is excited and very happy in doing her A levels'*

*'There is a diverse community of students and caring teachers who always try their best to guide me and helping with my university application. I hope to study Medicine and work as a doctor. The college has provided me with guidance in choosing the best possible route.'*

*'Abbey is not a college, it is a very large family, and this is exactly what you are looking for when you are leaving your family in your home country.'*

*'My time at Abbey College Cambridge has made me more mature in my outlook towards life in general. The teachers pay a lot of attention to details and they always give a 100% to their students. They are always there for you when you need help, so you feel academically secure.'*

*'The teachers really interact with you and help you achieve the best you can. They have pushed me to test my limits and surpass them. I've made great friends and lived in a city with such prestige.'*

*'I would like to take the opportunity to thank you and your team for an outstanding welcome. I am so impressed by Abbey College in Cambridge. Education, accommodation, location, staff are all excellent.'*





## Data Officer and Timetabler

We are currently looking for an enthusiastic **Data Officer and Timetabler** to join our team. The Data Officer and Timetabler is responsible for all aspects of data management for the academic team as well as weekly attendance data for the pastoral team.

A DBS (Disclosure & Barring Service) check will be required as part of the recruitment process if offered a position

A salary of £25,000 - £30,000 per annum is offered to the successful candidate depending on qualifications and experience. The position is full time and permanent and you would be working between 8.00am and 4.30pm Monday to Friday. Please apply in confidence by application form together with a supporting letter stating why you think you have the necessary skills to be successful in this position. Closing date for applications is Tuesday 20<sup>th</sup> June 2017 (midday).



### **About the Alpha Plus Group**

The Alpha Plus Group was founded in 1931 and currently comprises eighteen independent schools and colleges. The schools and colleges within the group have developed a longstanding reputation for delivering premium quality education.

In all its educational establishments, the Alpha Plus Group aims to provide a supportive and controlled environment in which children and young people are encouraged to pursue high academic and personal goals as happy and secure individuals. The Group expects that all its staff will be alert to the needs of its pupils and students - including their need for safety and protection - and will put the interests of children and young people first at all times.

### **The Centres of Excellence**

Each centre retains its own identity, with the Heads and Principals afforded significant management authority, but with the benefits of financial security, camaraderie and opportunities for sharing best practice by belonging to one of the country's leading educational groups.

### **Abbey College Cambridge**

Abbey College Cambridge was established in 1994 as a premier sixth form college specialising in providing high quality teaching to classes of around ten students. Our student body is made up of students from many countries who study A-levels, International Foundation, GCSE and pre-sessional English Language.

Such students are often able and ambitious and usually aspire to gain entry to top UK universities after completing their studies with us. The college has a track record of helping such students to do just that. As an illustration, 29 Abbey College Cambridge alumni are currently studying undergraduate courses at Oxford and Cambridge universities, with a further nine now studying at post graduate level.

Staff at Abbey College Cambridge share key values. We agree to:

- value every student and member of staff
- work constantly to raise expectations
- develop learning and teaching strategies suited to each student
- work in close partnership with students, parents and carers
- nurture, share and celebrate the successes of every member of the community

The Abbey College Cambridge Safeguarding Statement: *“Abbey College Cambridge is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”*

### **Pension**

Abbey College Cambridge is part of the Alpha Plus Group and auto enrol all staff onto a company pension scheme which currently offers a 3% employer and 5% employee contribution.



## Our new Campus – September 2016



With demand for places at Abbey College Cambridge very high, we have responded by building a new state-of-the-art campus which opened its doors in September 2016. Our new campus has been designed by the staff of Abbey College Cambridge to perfectly fit the learning and boarding needs of our students. Our amazing new campus includes:

- 120 ensuite bedrooms with full board on campus, a further 230 rooms within a 5 minute walk
- 56 fully equipped classrooms and laboratory spaces
- Art studio, music rehearsal room, and performance spaces
- On campus restaurant serving all students meals
- On campus gym with free staff sessions available
- Coffee bar

## JOB DESCRIPTION

It is the collective responsibility of all members of staff to provide a friendly, stimulating, and secure environment in which every student in the college has the opportunity to develop personally, socially, and academically. Members of staff work to the policies of Abbey Cambridge's parent company, Alpha Plus Group Ltd. These documents will be issued to staff on appointment. Every member of staff will undertake the following duties in a responsible and professional manner.

<b>Department:</b>	Academic
<b>Responsible to:</b>	Vice Principal Academic
<b>Salary:</b>	£25,000 –30,000 depending on experience
<b>Hours:</b>	8.00 a.m. to 4.30 p.m. Monday - Friday
<b>Annual leave:</b>	25 days per annum plus bank holidays, at times convenient to the college. Holiday restrictions apply from the third week of August to the end of September and the first week of every term.

### About the Alpha Plus Group

The Alpha Plus Group was founded in 1931 and currently comprises twenty independent schools and colleges. The schools and colleges within the group have developed a longstanding reputation for delivering premium quality education.

### Abbey College Cambridge

Abbey College Cambridge was established in 1994 as a premier sixth form college specialising in providing high quality teaching. Our student body is made up of students from many countries who study A-levels, International Foundation, GCSE and pre-sessional English Language. Abbey College Cambridge staff are dedicated to providing top quality service.

The Data Officer/Timetabler is responsible for all aspects of data management for the academic team as well as weekly attendance data for the pastoral team. This includes production and management of the college timetable, arranging cover for staff absences, managing and monitoring student attendance, and producing key data sets for the Senior Management Team. This position will occasionally require assisting the Examinations Officer with day-to-day administrative tasks during peak examination periods.



## Information Pack

Responsibilities include, but are not limited to:

- Supporting SLT in the administration of timetables for students starting in both September and January for Full-Time English, GCSE, A-Levels and our International Foundation Programme
- Liaising with HoDs for complex subject combination requests when managing the timetable
- Ensuring efficient use of rooms for scheduled lessons
- Inputting timetables into Nova-T/SIMS
- Creating mark sheets for classes
- Distributing timetables to all staff and students
- Updating timetables with any changes
- Correcting any data anomalies in year groups/registration groups on the SIMS front page
- Ensuring copies of all previous educational qualifications (including IELTS) are held on SIMS as well as those secured at Abbey College Cambridge
- Arranging cover for staff absences within SIMS and keeping teachers and HoDs informed
- Ensuring staff are correctly 'blanked out' when part-time/sessional or on duty/given protected time.
- Creating reports within SIMS to capture key academic progression data for SAT
- Sending and proofing academic reports to parents, guardians and agents
- Daily attendance management
- Producing weekly attendance reports and ensuring the accuracy of attendance data
- Completing end of year processes within SIMS

Abbey College Cambridge is a thriving, dynamic and ever changing institution and so other duties may of course arise.

## Person Specification

### 1. Qualifications and Personal Development

#### *Essential*

Educated to A-level standard or equivalent

Excellent working knowledge of Excel

Good working knowledge of databases

#### *Desirable*

Educated to degree level  
Experience of working with a school MIS  
Experience of creating reports within a database  
Ability to write macros  
Experience of creating and managing school timetables  
Experience of monitoring student attendance  
Experience of administering school examinations

## **2. Experience**

### *Essential*

Experience of educational administration

### *Desirable*

Experience of working with international students

## **3. Skills**

### *Essential*

Good communication, presentation, planning and organisational skills.  
Excellent proficiency in ICT

## **4. Personal Qualities**

### *Essential*

Commitment to on-going professional development  
A high degree of personal accountability and the capacity to use judgement and initiative  
Extremely well-organised with exceptional attention to detail  
Patience and empathy for others  
Willing to undertake other duties within the college and work as part of a bigger team.

### *Desirable*

An ability to relate to students from a wide range of backgrounds and cultures

## **5. Other**

This post is subject to an enhanced Disclosure and Barring Service disclosure



## Outline of Selection Process

<b>Job title</b>	<b>Data Officer and Timetabler</b>
<b>Application Deadline</b>	<b>20<sup>th</sup> June 2017 (midday)</b>
<b>Shortlisting</b>	<b>21<sup>st</sup> June 2017</b>
<b>Interview dates</b>	<b>Week commencing 26<sup>th</sup> June 2017</b>
<b>Start date</b>	<b>August 2017</b>

### **Application**

Applications will only be accepted from candidates completing the Abbey College Cambridge Application Form in full.

Candidates should be aware that all posts in the school involve responsibility for safeguarding children. The Abbey College Cambridge Safeguarding Statement: *“Abbey College Cambridge is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”* Our Child Protection Policy is included in this Application Pack.



This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. Please provide full details in a sealed envelope marked 'Confidential'. The letter will be opened after shortlisting, prior to interview.

### References

We will approach one referee for each shortlisted candidate for information to verify particular experience or qualifications, before interview. Further references will be taken up after the interview.

Your referees will be asked about your suitability to work with children and whether they know of any disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired) and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

### Interview

If you are invited to interview this will be conducted in person and will include questioning on your suitability to work with children. Candidates for any teaching post will be required to conduct a lesson as part of the selection process. Details of the lesson will be provided to shortlisted candidates prior to the interview date.

All candidates must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them: passport or photo ID and proof of the right to work in the UK.

### Offer of Appointment

Any offer is conditional on receipt of satisfactory references, an enhanced DBS clearance, the interrogation of qualifications and proof of the right to work in the UK. The candidate will also be asked to complete a medical questionnaire.

### Passing on concerns

There may be times when it is necessary to pass on details of concerns about an applicant to the police and/or DfE Children's Safeguarding Operation Unit. This might be because: the candidate is barred or disqualified from working

## **Information Pack**

with children; has provided false information in or in support of his/her application; there are serious concerns about the candidate's suitability to work with children.

### **Child Protection and Safeguarding Policy**

#### **GROUP AIMS**

In all its educational establishments, the Alpha Plus Group aims to provide a supportive and controlled environment in which children and young people are encouraged to pursue high academic and personal goals as happy and secure individuals. The Group expects that all its staff will be alert to the needs of its pupils and students - including their need for protection - and will put the interests of children and young people first at all times.

Further information can be obtained by contacting the college or from the college's website.

#### **Recruitment Of Ex-Offenders Policy**

As an organization using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Alpha Plus Group Ltd complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of an Enhanced Disclosure on the basis of a conviction or other information revealed.

Alpha Plus Group Ltd is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

An Enhanced Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where an Enhanced Disclosure is required, (all posts which require direct access to children) all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where an Enhanced Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Alpha Plus Group and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Alpha Plus Group Ltd to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Alpha Plus Group Ltd who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the



## **Information Pack**

position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of an Enhanced DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in an Enhanced Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

### **Conclusion**

This policy applies within the following companies, which are wholly owned subsidiaries of Alpha Plus Holdings Limited, a company registered in England, registered number 4418776, that is to say:

Alpha Plus Group Limited, registered number 438111

Agnes Educational Enterprises Limited, registered number 2982847

A.W. & P. Patton Ltd, registered number 507496

Cliff School Limited, registered number 3867464,

and the terms “Group” and “Company” should be interpreted accordingly, dependent on the employing company. The registered office of all companies is 50 Queen Anne Street, London W1G 8HJ. Any enquiries regarding the application of this policy should be addressed to the Head of H R at that address.