

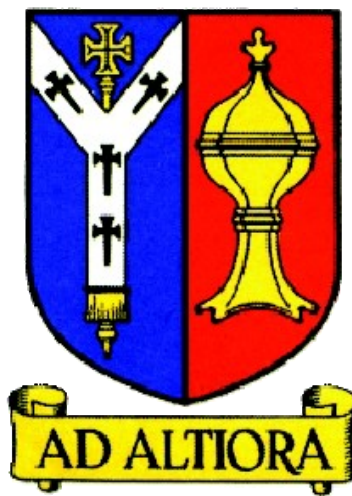


# GUNNERSBURY CATHOLIC SCHOOL



## Data Administrator Information Booklet

# Gunnersbury Catholic School



enabling our students  
to achieve to the very highest

# Contents

Letter from the Headteacher 4

The Role 5

The Person 6

The School 7

How to apply 8

The Advert 9



# Letter from the Headteacher

Dear Applicant

As Headteacher of Gunnersbury Catholic School I would like to extend a very warm welcome to you.

This is a fantastic time to join Gunnersbury Catholic School. The talents of our leadership, teachers and the superb student body has culminated in our school being ranked once again in the **Top 5% of Boys' Comprehensive Schools in the country for GCSE achieved by Fischer Family Trust**. Our 2018 cohort achieved 88% GCSEs 9-4 *including English and Mathematics* and a 'Progress 8' score of +0.66. Similarly at A-level we enable outstanding outcomes for our students. The appetite for success that our pupils possess, their Catholic values and superb behaviour allied to the supportive colleagues and leaders at Gunnersbury make this a great place to work and take your career on to the next level.

We seek a conscientious and enthusiastic data administrator to be a key member within our school support staff team. As a member of the team you will receive training, coaching and development of the highest quality, enabling you to become the very best that you can be. Developing our staff is key to what we do at Gunnersbury Catholic School as we understand that progressing support staff ensures great job satisfaction and excellent administrative support given to teaching staff to enable learning of the highest quality for our pupils.

Within our school we have been able to create a unique setting. Ours is a school within which students take pride in succeeding, where the pupils strive to achieve the very highest and where there is an unrelenting desire to do even better. At Gunnersbury Catholic School successes and achievements in all spheres are proudly celebrated by the boys. We are a busy, thriving and ambitious school. Gunnersbury's academic achievement has been acknowledged by the Fischer Family Trust as being amongst the top 1% in the country. Year after year government schools' ministers have acknowledged our GCSE success as being amongst the top 100 schools nationally. Ofsted and the Diocese of Westminster have both determined that we are an outstanding school. We pride ourselves on our academic success, achievements that provide entry for our students to world leading universities and high quality careers.

There is however even more to a Gunnersbury education. We enable our students to develop in all aspects of their person: spiritual, moral, sporting, artistic and social. Gunnersbury moulds fully rounded individuals ready to take their place in and make a difference to society. More so, Gunnersbury strives to and succeeds in developing young Catholic adults equipped to take their place as leaders in an ever-changing world.

Applications are welcome from individuals of all religions who will support the Catholic ethos of our school. Ultimately if you are someone who seeks to reach for the highest in all that you do, Ad Altiora, then we would like to hear from you.

I look forward to receiving your application.

With kind regards.



**Kevin S Burke**  
Headteacher



# The Role

The Data Administrator role is very important to Gunnersbury's provision of superb teaching and achievement across the whole school. Working under the direction of the Assessment Director the new postholder shall seek to provide excellent administrative support to the teaching staff to enable them to further the learning experience and outcomes of our students.

## Data Administrator

### Key Purpose

- The Data Administrator will support senior and middle management teams to provide timely and accurate reporting to improve students outcomes.

### Preparation of Reports

- Support in the production and distribution of pupil reports within deadlines.
- Work with the Assessment Director to ensure the necessary data systems and processes related to these areas are supported, evaluated and improved upon
- Support the development of a suite of tools to enable the effective monitoring of students
- Use systems and software effectively to produce accurate and timely reports
- Produce clear, concise and accurate information to support senior and middle leaders in raising standards of performance in the school

- To maintain strict confidentiality with all work, with due regard to data protection and other regulations
- General administration relating to the pupil reports and exams

### Responsibilities

- Ensure use of IT to full capacity in order to produce high quality documents.
- Organise and present information for reports in a variety of formats
- Provide administrative support to the Examination Officer as required, plus additional support during peak periods and at results time
- Be an active member of the support staff team
- Committed to the school's ethos, aims and its whole community
- To be aware of and comply with all school policies and procedures in particular relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate senior member of staff.

**The above characteristics and details of the role are not exhaustive. Rather they represent a guide to the requirements of the job. Furthermore the job description/requirements are subject to regular review and may change over time.**



# The Person

## Qualifications, knowledge and professional skills

- Good GCSE, English Language and Mathematics or equivalent
- An A- level qualification
- Experience of working in a team
- Experience of working within a school setting
- Experience of data analysis and the school assessment process
- Excellent keyboard skills and knowledge of commonly used software e.g. Microsoft Word.
- Excellent excel skills
- The ability to build positive relationships with students, staff, and other stakeholders.
- An understanding of the need for confidentiality
- The ability to prioritise tasks, work calmly and quickly under pressure and respond flexibly to changing demands.
- The willingness to update skills and knowledge with changes in systems and technology.
- Understanding of safeguarding and its successful implementation to ensure the safety of children
- Commitment to the school's ethos, aims and its whole community

Above all else we seek to appoint a superb data administrator who is committed to the success of our students. The successful candidate will be an organised person that understands the importance of deadlines and can work under pressure while maintaining accuracy of information. Potential, dynamism, determination and resolve are key attributes for this role. Our excellent school will provide the experience, training and guidance to enable career progression.



# The School

Gunnersbury is a Voluntary Aided School for Catholic boys. It takes six forms of entry at 11+ and is administered by a Board of Governors acting under the trusteeship of the Archdiocese of Westminster. The annual intake is 184 pupils and the total number of pupils on roll is 1180, including a Sixth Form of 224 boys and 48 girls. We achieved outstanding in all categories of our last Ofsted Inspection in May 2009. The school regularly achieves excellent examination results. In 2017 90% of year 11 pupils gained at least five GCSEs at A\*- C (9-4), including English and Maths. Our 'Progress 8' score for this cohort was +0.77. As such we are ranked within the Top 5 Boys' Comprehensive Schools for GCSE in the country. Similarly we achieve excellent results at A- level. Our last Ofsted (2009) determined our provision to be outstanding.

The school was founded in 1919 by Fr William Roche, became a Voluntary Aided Grammar School in 1932, took its first comprehensive intake in 1972, became Grant Maintained in April 1993 and returned to Voluntary Aided in September 1999. It has been designated a Specialist School in September 2003. Since then we have been awarded a further specialism, Leading Edge, whilst also achieving High Performance Specialist Status.

Although located in the London Borough of Hounslow, Gunnersbury considers itself a Diocesan School and draws from a wide

catchment area consisting mainly of the London Boroughs of Hounslow, Ealing and Richmond, but some pupils attend from even further afield coming from Central London, Brent, Hillingdon, Spelthorne and Harrow.

The Catholic character of the school is an essential and important part of school life. It is made explicit not just in the religious education programme and shared values but in the liturgical life of the school. There is a voluntary mass on Fridays and important feast days together with family liturgies, a retreat programme and Morning Prayer in Advent and Lent. The School Chapel is set-aside as a quiet area for prayer and liturgy.

The school is led by a Headteacher supported by two Deputy Heads within a senior staff of 6. Each member of the Senior Leadership Team is responsible for a distinct pastoral, academic, administrative and policy area of the school. Departments are subject based. The school has a well-developed system of pastoral care, overseen by a Year Head and Form Tutor. High standards of behaviour and dress are expected and the pastoral system aims to promote the development of self-discipline and consideration for others. The School Council meets regularly, chaired by a member of the Sixth Form.

Gunnersbury is always over-subscribed with first choice applications from Catholic pupils. Our mission is to continue to provide these pupils with the very best Catholic education for their lives ahead.





# How to Apply

To assist in this key decision of your career visits to Gunnersbury Catholic School, prior to application, are welcomed. Visits can be arranged through the Business Manager, Ms Smith, email:

[recruitment@gunnersbury.hounslow.sch.uk](mailto:recruitment@gunnersbury.hounslow.sch.uk), telephone no: 020 8568 7281.

In order to apply, please complete the Support Staff Application Forms. These may be downloaded from our website [www.gunnersbury.com](http://www.gunnersbury.com) or from the TES website.

Completed applications should be posted to the headteacher's PA at:

Gunnersbury Catholic School  
The Ride  
Boston Manor Road  
Brentford  
TW8 9LB

or emailed to:

[recruitment@gunnersbury.hounslow.sch.uk](mailto:recruitment@gunnersbury.hounslow.sch.uk),

**Applications close at noon on Monday 12 August 2019 and applications will be considered upon their receipt**

Gunnersbury Catholic School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service check.





# The Advert

## Job details

Employer:	Gunnersbury Catholic School
Location:	London (Brentford)
Salary:	NJC Scale 5 Pro Rata, Salary £22,260—£23,486
Contract type	Term Time plus two weeks
Contract term:	Permanent
Start date:	As soon as possible

Gunnersbury Catholic School is seeking to appoint a highly motivated and enthusiastic Data Administrator at our Outstanding School. As a school that has consistently enabled extraordinary outcomes for our students, we are uniquely placed to develop and guide our staff in their careers. Applications are welcome from individuals of all religions who will support the Catholic ethos of our school.

## The Role

The Data Administrator role is very important to Gunnersbury's provision of superb teaching and achievement across the whole school. Working under the direction of the Assessment Director the new post holder shall seek to provide excellent administrative support to the teaching staff to enable them to further the learning experience and outcomes of our students.

## The Person

Above all else we seek to appoint a superb data administrator who is committed to the success of our students. The successful candidate will be an organised person that understands the importance of deadlines and can work under pressure while maintaining accuracy of information. Potential, dynamism, determination and resolve are key attributes for this role. Our excellent school will provide the experience, training and guidance to enable career progression.

## The School

Year on year Gunnersbury Catholic School has developed our staff to become fantastic teachers and leaders. In doing so, from one year to the next, we have enabled unparalleled success for our students. Our school is:

- **A Catholic community where care for each other, student ambition, pupil motivation and a Catholic community where care for each other, student ambition, pupil motivation and behaviour are exemplary**
- **Committed to providing quality support, guidance and coaching to develop our staff so that they may progress to the highest levels as teachers and leaders**
- **One of the top Boys' Comprehensive Schools in the country for GCSE achievement (DfE performance table 2018)**
- **An environment that enables achievement of the highest order 88% 5 GCSEs at 9-4 *including English and Maths* in 2018, Progress 8 score of +0.66**
- **Determined by the Fischer Family Trust as being amongst the top 5% of schools for GCSE achievement**
- **Determined 'Outstanding' by Ofsted (2009)**
- **A workplace where staff are a friendly, welcoming and helpful team**

The background of this section features a large, faint, grey watermark of the Gunnersbury Catholic School crest. The crest is a shield divided into four quadrants. The top-left quadrant contains a cross with three smaller crosses on its arms. The top-right quadrant contains a chalice. The bottom-left quadrant contains a cross with three smaller crosses on its arms. The bottom-right quadrant contains a chalice. A banner at the bottom of the shield reads "AD ALTIORA".

GUNNERSBURY CATHOLIC SCHOOL  
The Ride, Boston Manor Road, Brentford, Middlesex TW8 9LB  
Telephone: 020 8568 7281  
Website: [www.gunnersbury.com](http://www.gunnersbury.com)