



TEDDINGTON SCHOOL

# DATA ADMINISTRATOR

## Application Pack



Bourne Education Trust

We pride ourselves on the fundamental principle that teachers have the right to teach and students have the right to learn.

We are proud to be part of The Bourne Education Trust (BET) - a successful multi-academy, across primary, secondary and special education. BET continues to grow a community of like-minded academies with the highest aspiration and dedication to achieving the best outcomes for their learners. They understand that people are the key to success and for this reason, believe in creating great places to work where people feel supported and encouraged to be the best they can possibly be. Staff within their schools can expect to be challenged and motivated to achieve their ambitions, and such is the scale and scope of the Trust's school-to-school support work, successful candidates can expect to receive rapid promotion either through direct placement or via secondments from their home school.

If you wish to visit us or have an informal discussion with me or one of the team about the post before applying, please feel free to contact our HR Officer on 020 8943 0033 or you can email: [hrdepartment@teddingtonschool.org](mailto:hrdepartment@teddingtonschool.org).

We look forward to your application.



# WELCOME

## MESSAGE

**Paul Grills**

**Headteacher**

Thank you for your interest in working at Teddington School. Since my appointment, I have been actively seeking innovative, enthusiastic and dynamic staff to join us on the next phase of our development and I hope you will become part of our team. This pack has been designed to give you a flavour of what Teddington school has to offer, but I would also encourage interested candidates to visit the school for a tour to see us in action.

At Teddington School, we ensure that the educational experience all students receive is first class. We firmly believe that every child is entitled to an excellent education, which offers breadth of curriculum, academic rigour, opportunity, and enables students to leave equipped with the skills to succeed in whichever future pathway they choose.

Staff at Teddington maintain the highest standards, have a positive outlook, are inventive in their thinking and adopt a 'can-do' approach. We were judged 'Good' by Ofsted in November 2021 and are looking to the future as we work with the whole community and strive for even greater success. We are committed to identifying, developing and retaining talent amongst our staff with a bespoke CPD package in place for all of our team.

Our school is located on a modern and attractive campus that overlooks the River Thames. Inside our school, you will find a professional working environment with a calm and caring atmosphere based on mutual respect between all stakeholders.



# TEDDINGTON SCHOOL OVERVIEW

## ABOUT US

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Upon stepping into our modern and attractive campus, you will find a supportive yet vibrant environment through which we nurture confident, ambitious students who embrace community, tolerance and have high aspirations. We are committed to excellence and pride ourselves on the fundamental principle that teachers have the right to teach and students have the right to learn. In upholding this principle, we ensure that we get the best out of every student whatever their talent maybe.

Teddington School is ranked in the top 100 secondary schools in Greater London and is consistently within the top 20% of schools nationally for both attainment and progress. Of the 940 schools in the region, we are amongst the top 30 state schools and sit within the top 3 schools in the Richmond Borough.

Please **click here** to view our prospectus and learn more about our school .



## PERFORMANCE

In November 2021, Ofsted found Teddington School to be 'Good' across all areas. Following their visit, inspectors commended teachers, pupils, and the school's leadership, noting the 'high expectations' of staff throughout the school and the 'supportive and inclusive classroom environment' where 'pupils enjoy their lessons, feel happy and are safe'.

Inspectors also commented on the excellent practices within curriculum planning, careers and SEND and noted the support received, finding the school to be a 'calm and orderly' place where pupils are 'respectful towards one another and value the positive relationships that they have with staff'.

**Click here** to view Teddington School's latest Ofsted report.



# OUR VISION & VALUES



## VISION

The Teddington pillars encapsulate the rounded offer all students receive. We want our students have an 'Excellence Education' be 'Global Citizens' who are 'Future Ready and equipped with the skills to be 'Healthy Learners'.

More information can be found by clicking this link: [Vision & Values - Teddington School.](#)

## VALUES

- Inclusion - Teddington School is a welcoming community in which all can flourish. We are proud of our differences and strengthened by our common goals
- Opportunity - We offer all students experiences necessary to nurture their talents and take their next steps in further education and careers.
- Excellence - We are constantly striving towards this target to ensure that all students make progress and achieve their full potential.



# BOURNE EDUCATION TRUST OVERVIEW

## ABOUT BET

Bourne Education Trust ('BET') was established in 2011 and has grown steadily since then. It is largely Surrey based with 20 of its 26 schools there, but has also expanded into Hampshire and Richmond. It is made up of 21 academies, 4 associate schools and one free school due to open in September 2024. Of its 26 schools, 13 are primaries, 9 are secondaries, 2 are alternative provision and, with the new free school, 2 are specialist schools. It is responsible for the education of approximately 12,500 pupils and employs just over 1,300 staff. The Trust is organised into both phases and clusters to support collaboration.

The size of its schools ranges from a one-form entry primary to an eight-form entry secondary school with a sixth form. Schools are equally important and carry the same influence in terms of decision-making within the Trust. Each school has its own Head and Local Governing Committee. The Trust is led by Alex Russell, Kate Sanders and Penny Alford.

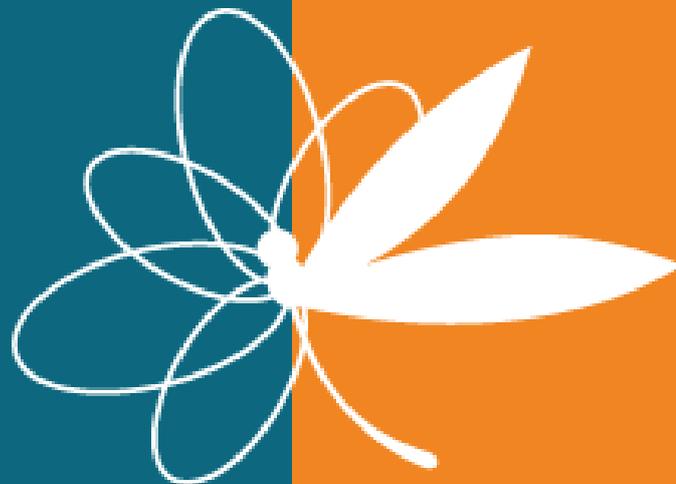
# BET VALUES

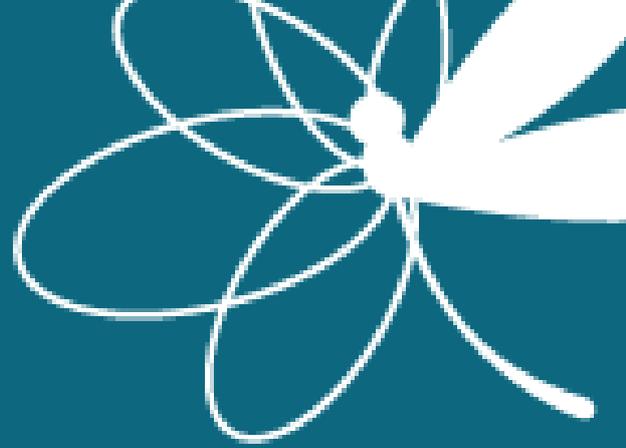
BET's values are summarised by our strapline: **'Transforming schools; changing lives'**. We absolutely believe that all children regardless of context or background deserve a great education, hence our involvement in schools and communities that have not always experienced this. Whilst we want our schools to retain their own identity, all BET schools share environments that are extremely warm and welcoming, professional, relentlessly positive, highly aspirational and characterised by happy and safe pupils with excellent relationships between them and the staff. In all classrooms and beyond pupils enjoy creative and effective teaching and learning that fosters belief and confidence.

# BET PHILOSOPHY

Our philosophy is to have schools working as effectively as possible and serving their community. We err towards independence but never forget we are one organisation working together. Our schools welcome the support of the Trust and its collective ethos but relish their remit as local schools and the responsibility that brings. We are highly focussed on our work on equality, diversity and inclusion ('EDI') and environment, social and governance ('ESG') to ensure our organisation is highly sustainable and a driver for social justice. This permeates through our Trust-wide think tank, our CPD offer and our quality assurance approach.

For more information, please visit our website [www.bourne.education](http://www.bourne.education).





# BET BEHAVIOURS

4 shared behaviours - we are reflective, aspirational, optimistic and inclusive.

## REFLECTIVE

- ✓ Being outward facing and continually scanning the horizon
- ✓ Making decisions carefully, drawing on evidence, risk analysis and research
- ✓ Deploying school resources so they are sustainable and have long-term impact to safeguard the future for our young people
- ✓ Learning without borders by working with and learning from different phases, specialisms and sectors

## ASPIRATIONAL

- ✓ Creating a culture of high performance and professionalism where morale, health and wellbeing are high
- ✓ Holding one another to account and having the courage to challenge and to question
- ✓ Creating great places to work where people feel supported, empowered and encouraged to achieve their ambitions
- ✓ Creating community confidence and pride in our schools and Trust

## OPTIMISTIC

- ✓ Being resilient, energetic, proactive and positive whilst taking responsibility for solving issues
- ✓ Believing that everyone has potential, is valued and can contribute Clearly identifying and sharing why we do what we do
- ✓ Focusing on the team's outcome and not just the individual

## INCLUSIVE

- ✓ Acting as a positive force for equality; creating communities where everyone can be their authentic self and have a sense of belonging
- ✓ Committing to social justice and sustainable leadership whilst acting with humility and integrity
- ✓ Learning about our biases and blind spots and challenging expectations and stereotypes
- ✓ Showing high levels of emotional intelligence, being highly visible and communicating precisely, accessibly, and confidently

# JOB DESCRIPTION



## Role information

**Location:** Teddington, TW11 9PJ

**Contract:** Permanent / 36 hours /37 weeks term time + 2 weeks

**Salary:** £24,804-£26,361 actual (£29,583-£31,440 FTE)

**Benefits:** Workplace pension through LGPS Pensions; occupational sick pay; recognition policies for exceptional performance and long service; ongoing training, learning and development opportunities; HR and wellbeing support; family friendly policies; network of support

## Role Purpose:

To provide, with a high level of accuracy, effective management and maintenance of all data-related activities for the school. Ensuring the accuracy and timeliness of data and managing the school's Management Information System (MIS).

## Responsible To:

Headteacher

## Main Duties and Responsibilities:

- Ensure all data held by the school's Management Information System (MIS) is up-to-date and accurate. This includes managing and maintaining the pupil database, staff year-end processes, amendments to pupil timetables, and the accuracy of information on courses in the course manager
- Carry out the pupil-related census and statutory returns, ensuring compliance with all relevant regulations and guidelines
- Manage and maintain assessment data to enable reports to parents, provide feedback to staff, and work with the appointed SLT lead to provide the required data

- Organise reporting processes, including the collection of data, ensuring all data is entered onto the relevant system, collating, and distributing school reports
- Be responsible for exporting and editing data from the school's Management Information System and the DfE's Secure Access website
- Ensure and manage the smooth transition of all data from one year to the next
- Prepare reports (by individual, class, department, characteristic, and year) which provide data on prior attainment, targets, predicted grades, and progress
- Deal efficiently, professionally and effectively with all telephone and visitor enquiries, providing advice, answers and information to the caller where possible
- Support the schools' Data Protection policies, ensuring compliance with GDPR principles, and responding to external requests, with support from the Trust
- Take responsibility for sending out timely reminders to all teaching staff of the upcoming deadlines in the assessment calendar and checking and chasing up key student assessments from departments
- Other administrative duties as required by the Senior Leadership Team

**HEALTH AND SAFETY:** The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must co-operate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.

**SAFEGUARDING:** Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children

**EQUAL OPPORTUNITIES:** Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships

# PERSON SPECIFICATION



## Key Skills Required:

- An awareness, understanding and commitment to the protection and safeguarding of children (E)
- Excellent communication skills, both written and verbal (E) Educated to GCSE Standard at Grade A–C /1-5 for a minimum of 5 GCSEs including Mathematics and English, or equivalent qualifications (E)
- Knowledge of relevant policies/codes of practice and awareness of legislation i.e. data protection and equal opportunities (E)
- Excellent and effective administrative skills (E)
- Good organisational skills, particularly concerning data handling and the maintenance of records (E)
- Ability to work independently using own initiative and manage time effectively (E)
- Ability to maintain an orderly working environment but be flexible to cope with interruptions and changing priorities (E)
- Previous administrative experience within a school environment (D)
- Experience of school software packages such as Arbor (D)

## Personal Qualities:

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.

# APPLICATION PROCESS



Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is Friday 28 June 2024 at 12 noon, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

To apply for this position, you must complete an online Bourne Education Trust application form. (CVs without a fully completed application form will not be considered). Candidates applying via other job sites should follow the instructions provided.

Shortlisting will take place as applications are received and you will be contacted by email if we would like to see you for an interview.

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