

COOMBE
 preparing you
 for a world of
 opportunity



Admin Assistant
 responsible for Data & Assessment
 Appointment Information Pack

Message from the Headteacher

At Coombe Boys' School we are passionate about providing learners with opportunities that they would never have had before. We aim to fire the imagination and develop an aspiration and a work ethic that will enable learners to achieve their ambitions.

We believe that it is essential that school is a challenging, inspirational and transformational experience. We also believe that it must provide a moral framework for learners to live their lives by and that students perform to their best abilities when they feel supported, confident and happy.

We are enormously proud of our academic, sporting and cultural successes, however we are proudest of the fact that parents tell us that their sons are happy here and that they enjoy coming to school. Our successes have been recognised by the Department for Education who are funding a rebuilding programme for the school, which we hope will begin in Autumn 2023.

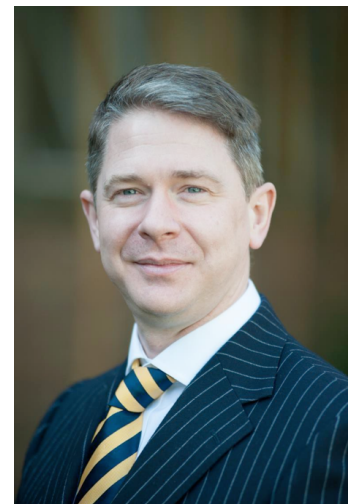
The successful applicant will play a key role in the school supporting the leadership team and teaching staff to monitor the progress for all students and to assist us in identifying the impact of relevant strategies. Reporting and providing information to parents on the progress of their child will also be a vital element of the job.

Thank you for taking the time to look at the information relating to this post. Please do contact the school if you have any queries or would like a tour of the school.

Kind regards



David Smith
 Headteacher



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innovative teaching that is inspirational, compelling and fun. It engages every learner in their journeys of self-discovery, fulfilment and academic excellence;

a community in which empathy, tolerance, integrity and shared purpose promote exemplary behaviour and outstanding relationships between all;

developing confident learners who are happy, resilient and committed to shaping their world. They are proud of their abilities, highly ambitious and excited about their potential.

Coombe Boys' School

Coombe Boys' is a popular and highly successful non-selective 11-18 school that is federated with Coombe Girls' School and three local primary schools to comprise the Coombe Academy Trust, based in New Malden. Coombe Boys' has approximately 1,000 students on roll, including a mixed sixth form.

Results at GCSE and in the Sixth Form are significantly above national averages and the school was graded Good with Outstanding Leadership & Management in its most recent Ofsted inspection (March 2018).

We are proud of our innovative and forward thinking learning culture and our partnerships enable us to provide a wide range of opportunities for career development. As part of the role, we are able to offer the National Professional Qualification for Senior Leadership in partnership with UCL and the Wandle Teaching School Hub.

Our Vision

Coombe prepares each student for their **World of Opportunity** through personalising every aspect of our community.

Each individual is enabled to flourish through:

- Innovative teaching that is inspirational, compelling and fun. It engages all learners in their journeys of self-discovery, fulfilment and academic excellence;
- A community in which empathy, tolerance, integrity and shared purpose promote exemplary behaviour and outstanding relationships between all;
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Coombe Boys' School Rebuilding Programme

New Main School Building



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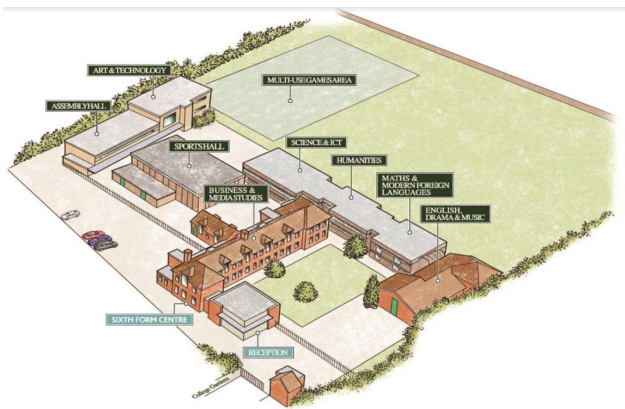
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Coombe Boys' School Rebuilding Programme

New PE, Drama and Music Building



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Job Description: Admin Assistant for Data & Assessment

Department or area: Data, Assessment and Recording

Responsible to: Assistant Headteacher

Responsible for: N/A

Purpose of the post:

- To provide an effective data support provision for the whole school via the development and integration of data analysis as directed by the Senior Leadership Team.
- To support the work of the member of staff responsible for attendance (attendance officer).

Professional Values and Practice:

- Communicate effectively and professionally with all levels of staff, external organisations, pupils and parents.
- Understand the contribution that support staff and other professionals make.
- Contribute to and share responsibility in the corporate life of the school.

Main Responsibilities:

Results, Achievements, Standards

- Support the policies and practices for School Administration which reflects the school's commitment to high achievement and effective teaching and learning.
- Support the shared understanding of the importance and role of the School Office in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life.

Teaching and Learning

- Support staff in their drive to raise standards of teaching and learning through the use of data.

Student Development and Well Being

- Contribute to a purposeful learning environment where learners feel safe, secure and confident.
- Support staff to manage learner's behaviour constructively and promote self-control and independence.

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- Understand and participate in the contribution made by the pupils' understanding of the duties, opportunities and rights of citizens; how to recognise and deal with racial/homophobic stereotyping.
- Support the development of:
 - Effective communication and engagement
 - Young person development
 - Safeguarding and promoting the welfare of the child
 - Support transitions
 - Multi-agency working
 - Sharing information

Relationships with Parents, Schools and Community

- Support the partnership with parents to involve them in their child's learning and support the provision of information about curriculum, attainment, progress and targets.
- Ensure the parental contact is friendly, supportive and professional.
- Ensure relationships with the wider community, other schools and external organisations is professional informative.

Learning and Growth

- Managing own learning and performance.

Main Responsibilities and Tasks:

Data System Admin:

- Setting up the MIS for the new school year, including but not limited to adding new students, setting up classes and checking timetables.
- Managing the data transfer to and from other systems, examples of these include GL Assessment, 4Matrix and ALPS.
- Managing staff accounts for other systems, setting up using logins and passwords.

Managing Data:

- Support the main office in keeping accurate records for students.
- Tracking down historical information for students, for example through the DfE or contacting their previous schools.
- Updating changes to classes and groups.
- Input and export of CTF files for previous data.

Data Collection:

- Collate attainment data to support the publication of student reports and the school's Academic Mentoring Days.
- Create, print and share termly student reports.

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- Check and chase teachers for any missing assessment data due for student’s individual reports.
- Design, create and maintain assessment marksheets for all relevant staff depending on their requirements.

Data Analysis and Reporting:

- Meet with SLT and Assessment Leads to understand their reporting requirements and present analysis to support their teaching and learning.
- Carrying out pastoral analysis for SLT and Pastoral needs.
- Carry out assessment analysis as required by the Headteacher, SLT and other middle leaders. This could include writing up headline figures, presenting historical trends and identifying key pupil groups.
- Support the implementation of the school’s target setting policy.

Statutory Reporting:

- Keep up to date with DfE requirements and guidance on how school’s should collect or share their data.
- Support the Headteacher with running the school census.

IT Support:

- Assist where necessary any staff training for the school’s assessment systems.
- Log any faults or issues with the assessment systems and work with the IT team to resolve them.
- Take a proactive approach to learning and maintaining the school’s assessment systems.

Attendance Officer Support:

- To help monitor the attendance and punctuality of all students and ensure all information is recorded on our information management system in an accurate and timely manner.
- To analyse attendance and punctuality data and present regular reports to key school staff using Arbour and Google Sheets.
- To maintain student records on Arbour as directed by the Office Manager.
- To perform any other duties which the Headteacher may reasonably require.

School Development Plan Focus:

- To action relevant aims of the School Development Plan in line with school strategies direction as indicated by the Line Manager

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Appraisal:

- Participate in any arrangements within an agreed national framework for the appraisal of performance.

Key Internal Relationships:

- Headteacher and Senior Leadership Team, Heads of Year, teaching staff, support staff and pupils.

Key External Relationships:

- Any relevant external organisations, community partners, borough staff, other schools in and out of borough, parents, visitors to the school.

Resource Responsibilities:

- Select and prepare resources and plan for their safe and effective organisation, taking account of pupils' interests and their language and cultural background, with the help of support staff where appropriate.

Budget Responsibilities:

- N/A

Health & Safety:

- Ensure health and safety and child protection regulations are observed at all times

Terms of Employment

Time

Support staff do not have Directed Time within their hours. However staff may on occasion be asked to attend after school events and this is compensated for by their non-attendance at twilight Inset sessions.

Undertaking other duties as may reasonably be expected

NB This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultations with the post holder.

Agreed by: _____

Date: ____/____/____

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Person Specification: Admin Assistant for Data & Assessment

The following comprises the qualifications, personal qualities, skills and experience required to fulfil the duties as outlined in the job description.

Qualifications

Essential:

- GCSE grade C or above (or equivalent) in both English and Mathematics.

Desirable:

- Educated to degree level.

Experience:

Essential:

- Experience of using a database.
- A good working knowledge of spreadsheets.

Desirable:

- Experience of using Arbor and/or SIMS.
- Experience of working with 4Matrix.
- Experience of working in a secondary school environment.

Personal and Professional Skills and Attributes:

Essential:

- Have a warm and approachable disposition.
- Be at ease working in a busy environment.
- Have a meticulous attention to detail.
- Be well organised and efficient
- Ability to deal efficiently with enquiries from parents, staff and outside agencies.
- Ability to recognise confidential information and treat it appropriately.
- Ability to work under pressure and in a situation where there are frequent interruptions.
- Ability to work constructively as part of team.
- Ability to work on own initiative and prioritise workloads to meet specified deadlines.
- Have a flexible approach to work and be adaptable to the school's needs, including flexibility to working hours when needed including key points in the academic year.
- Ability to demonstrate and promote good practice in line with the ethos of the school.
- Understanding of safeguarding issues and promoting the welfare of children and young people.
- Suitability to work with children.

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‘This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment’

Website: www.coombeboysschool.org
 Facebook: www.facebook.com/CoombeBoysSchool
 Twitter: [@CoombeBoysNews/@CBSHeadteacher](https://twitter.com/CoombeBoysNews)
 YouTube: [Year 7 Welcome Video](#)

**Coombe Boys’ School
 College Gardens
 Blakes Lane
 New Malden
 KT3 6NU**

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