

# THE CASTLE PARTNERSHIP TRUST

Executive Headteacher: Sarah Watson



## The Castle Partnership Trust

ACHIEVE | BELONG | PARTICIPATE

### THE CASTLE SCHOOL

Wellington Road, Taunton,

Somerset TA1 5AU

Tel: 01823 274073

[www.castleschool.co.uk](http://www.castleschool.co.uk)

### COURT FIELDS SCHOOL

Mantle Street, Wellington,

Somerset TA21 8SW

Tel: 01823 664201

[www.courtfields.net](http://www.courtfields.net)

September 2018

Dear applicant

**Appointment of part time Data and Curriculum Administrator at The Castle School**

Thank you for your interest in the above post. The Castle School offers a rewarding and positive environment in which to work and I hope that these details encourage you to submit an application.

This is currently a part-time post of 22.5 hours per week for term time (including 3 INSET days) plus 3 days during the Summer holidays when GCSE results are released (the equivalent of 43.8091 paid weeks per year). The salary scale is Grade 13 on the School Support Staff Pay Scale (£9.67 - £10.64 per hour). This represents an actual starting salary of £11,831 per annum, £985 per month. Usual hours of work are expected to be 10am until 3pm, 5 days per week, including a half hour unpaid lunch break. The successful candidate will need to be flexible in the way in which the weekly hours are worked in order to address peaks in workload at particular times. We anticipate that this would only be required for roughly 6 days of the year when an 8:00am start would be required.

The primary role of this post is to assist in maintaining the pupil assessment and reporting systems, data records, produce pupil data and reports and provide support to staff in using data software. In addition, the successful candidate will be trained on how to use our timetabling software, Nova, to ensure that teachers, classes and rooms are scheduled correctly and kept up to date. They will also work alongside the Assistant Head to ensure the smooth running of the options process, and provide the administrative support for the curriculum, including the curriculum enrichment days where students undertake educational trips and school based PSHE activities.

We require someone who has a proven knowledge and experience of data analysis and the production of general management information. Knowledge of EXCEL is essential. In addition, you should have an excellent eye for detail, good communication and organisational skills, and ideally experience of working in a busy office, or school environment.

The most important thing for our children is their safety. We foster a culture of vigilance amongst staff, students and parents. We always listen to children and take their concerns seriously. The Castle Partnership Trust is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated. Please note that for posts working with children the successful candidate will be required to undergo Disclosure and Barring Service checks in line with the Local Authority and School Child Safeguarding Policy.

Applications should be emailed to [Recruitment@castle.somerset.sch.uk](mailto:Recruitment@castle.somerset.sch.uk) or posted to

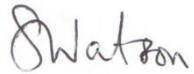
Mr Rob Trowbridge  
Assistant Business Manager  
The Castle School  
Taunton

Somerset  
TA1 5AU

The closing date for completed applications is 9am on **8 October 2018**. Interviews will be held the week commencing the 15 October 2018.

Best wishes.

Yours sincerely

A handwritten signature in black ink that reads "S. Watson". The signature is written in a cursive style with a large initial 'S'.

**Sarah Watson**  
**Executive Headteacher**

## **JOB DESCRIPTION**

<b><u>Job Title:</u></b>	Data and Curriculum Administrator
<b><u>Reports to:</u></b>	Head of School
<b><u>Grade:</u></b>	13
<b><u>Hours:</u></b>	22.5 hours per week; 38 weeks per year (including 3 of the 8 school INSET days) plus 3 days during the Summer Holidays around GCSE results day.

### **Main Purpose of Job:**

To support high standards of teaching, learning and achievement for all students within the aims of the school by providing a high standard of data analysis and curriculum support.

### **Main Responsibilities:**

- Data input and extraction on the school management information system (SIMS)
- To aid the curriculum and timetable setting using computerised system (NOVA)
- To produce regular and ad hoc data analysis using SIMS and Microsoft packages, especially Excel
- Maintain pupil records and SIMS database.
- Provide admin support for the GCSE options process.
- To update mark sheets & individual reports
- Liaise with teaching staff and other relevant staff in relation to pupil data.
- To assist staff in the production of pupil reports within deadlines.
- To take responsibility for elements of exam analysis and progress review analysis
- Correcting errors in SIMS
- To be responsible for updating and maintaining Assessment features within SIMS
- Attend meetings where appropriate.
- To undertake any other administrative tasks related to the post.
- Committed to raising pupils' attainment.
- Complete any other duties at the reasonable request of senior managers and the Headteacher.
- To undergo any training required in order to perform duties effectively.
- To maintain good general knowledge of the schools' systems in order to carry out duties effectively.
- To flexibly operate contracted hours to meet the needs of the school.

### **Problem Solving & Creativity**

- Works within described procedures and deals with day to day issues.
- Needs to deal with day to day problems, exchanging information, which may need some straightforward explanation.
- Be able to deal with a significant number of interruptions and will determine own priorities on day to day matters in order to achieve deadlines.
- Be confident in seeking guidance to resolve any significant conflicting priorities.

### **Physical Effort & Working Conditions**

- Working in a busy office environment. Dealing with staff, students and members of the public.
- Frequent use of ICT.

### **Contacts & Relations**

- Regular and frequent contacts with members of staff, students, parents and members of the public, including prospective candidates to the school.

### **Knowledge, Skills & Experience**

- A proven knowledge and experience of Microsoft packages including Word and Excel.
- Excellent analytical and statistical knowledge
- Accuracy and an eye for detail.
- Effective communication skills
- Organised, motivated and able to work on own initiative but also a good team player

### **Additional Information:**

- Comply with the requirements of the Data Protection Act and maintain strict confidentiality.
- To maintain strict confidentiality with all work where necessary with due regards to data protection.
- To have due regards for health and safety and safeguarding and promoting the welfare of children and young people and to follow all associated safeguarding and child protection policies at the school.
- To take responsibility, appropriate to the post, for tackling racism and other forms of discrimination and promoting equal opportunities and good community relations.
- To work in accordance with whole school policies and procedures.

The post holder will further develop her/his knowledge, skills and experience whilst in post.

**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. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.**

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.