



**THE AVON VALLEY SCHOOL  
& PERFORMING ARTS COLLEGE**





# THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

## Information for Job Applicants

Thank you for your interest in our vacancy.

The Avon Valley School is a popular and over-subscribed foundation school providing an exciting and ambitious curriculum for 11 to 16 year-olds. We are committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve.

At The Avon Valley School we have established a strong community where staff and students work together in an atmosphere of mutual respect. Our students are valued as individuals and encouraged to develop their abilities to the full. We are proud of their progress and of their achievements, both academically and in a wide range of extra-curricular areas.

The Avon Valley School is a forward looking school with proud traditions. We want all of our students to make the most of the opportunities that the school has to offer and to develop into thoughtful, articulate, confident and responsible members of society. We have high expectations and provide the support that each student needs to ensure success; as a result, standards are constantly improving.

Avon Valley staff are welcoming, committed and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional growth for all our staff, reflected in our continual professional development and learning opportunities.

Across the school, teaching is creative, ambitious and evidence-informed which promotes a place of learning that challenges and supports all students to aspire, engage and achieve.

Following our Ofsted Inspection in March 2023, we were graded a "Good" School. We have a hardworking and committed team of specialist teachers and a commitment to ensuring the best possible outcomes for our students. We are looking to attract highly motivated individuals, to become valued members of our staff.

Of all our achievements, we are most proud of our students: their enthusiasm, eagerness to learn and willingness to contribute to the various opportunities that life at The Avon Valley School offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at The Avon Valley School.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Blake Francis,  
Headteacher

Newbold Road, Rugby, Warwickshire CV21 1EH  
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

 01788 542355  [admin@avonvalleyschool.uk](mailto:admin@avonvalleyschool.uk)  [avonvalleyschool.uk](http://avonvalleyschool.uk)  
 @AvonValleySch  AvonValleySchool



# THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

## Data Administrator

**Band G SCP 11 - 14 (£18,981 - £20,803 Actual Salary – Pay award pending)**

**Part Time – Permanent (32.5 hrs per week, 40 weeks per annum - TTO plus teacher training days + 1 week holiday working)**

**Job Start: November 2023**

The Avon Valley School is an oversubscribed 11-16 school which is known for its aspirational and caring environment. Following our Ofsted Inspection in March 2023, we were graded a “Good” School. We have a hardworking and committed team of specialist teachers and a commitment to ensuring the best possible outcomes for our students. We are looking to attract highly motivated individuals, to become valued members of our staff.

We are seeking to appoint a competent and efficient Data Administrator. The post is well suited to a highly organised person with a systematic approach to successfully completing a range of tasks. Effective communication skills are essential criteria along with flexibility, stamina and the ability work with students alongside a large team of people.

**Closing date: 13<sup>th</sup> November 2023**

*(We reserve the right to close this vacancy early if we receive sufficient applications for the role).*

**Interviews to be held: Soon after the closing date**

For further information, the application form and job description, please visit our website, or email: [recruitment@avonvalleyschool.uk](mailto:recruitment@avonvalleyschool.uk) or telephone: 01788 542355, please note we do not accept CVs without an application form. Please send completed application forms to: [recruitment@avonvalleyschool.uk](mailto:recruitment@avonvalleyschool.uk)

*The Avon Valley School is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The above post is subject to a satisfactory DBS Enhanced Disclosure Certificate with Barred List check (child) via the Disclosure and Barring Service.*

Newbold Road, Rugby, Warwickshire CV21 1EH  
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

☎ 01788 542355 ✉ [admin@avonvalleyschool.uk](mailto:admin@avonvalleyschool.uk) 🌐 [avonvalleyschool.uk](http://avonvalleyschool.uk)  
✂ @AvonValleySch 📘 AvonValleySchool



# THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

## Job Description Job Title: Data Administrator

<b>Accountable to:</b>	Deputy Headteacher, Data	<b>Line Managing:</b>	N/A
<b>Post type:</b>	Permanent Part time – 32.5 hrs per week	<b>Salary/Grade:</b>	Band G SCP 11 - 14 40 weeks - Term time only plus teacher training days + holiday working
<b>Liaising with:</b>	Faculty Leaders, Parents/Carers, Support Staff		

### Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school.
- Support and contribute to the achievement of every child's outcomes.
- Support and contribute to the safeguarding of all students.
- Undertake professional development activities to enhance personal development and performance.
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

### Purpose of the role

- Overall responsibility for student data in SIMS database
- To support the Deputy Headteacher with the responsibility for all student assessment data and reporting
- Support Year 7 transition manager with administration of new Year 7 cohort
- Manage SISRA database

### Typical Tasks

- Coordination of termly student assessment data collection in SIMS Assessment Manager. Adjust reporting templates annually to fit curriculum. Compilation of reports and dissemination of data to staff and parents
- Create Year 11 End of Year reporting cycle in SIMS Profiles and manage collation of teacher comments and production of reports
- Creation of new academic year in SIMS, coordination of class and pastoral structure promotions
- Carry out termly student census in SIMS and submit to local authority
- Carry out yearly school workforce census
- Maintain free school meals and pupil premium lists
- Manage issuing of ULNs
- Manage FFT benchmark downloads and upload to SIMS and SISRA
- Provide administrative support to Deputy Headteacher with KS4 options selection process
- Distribution of Data Collection Sheets and make resulting changes in SIMS
- Carry out timetable changes, including intervention sessions and class moves
- Import new Year 7 students into SIMS and coordinate collection of Admission Forms information from parents and input all data to SIMS.
- Manage DFE secure area, managing user lists, updating school and governor information termly
- Respond to ad hoc reporting requests from SIMS and SISRA
- Preparation for school student and staff photographs and import to SIMS
- Export and import CTFs
- In year admissions – set up SIMS records, organise timetable, communicate with staff
- First Aid
- Reception Cover
- Telephone Overflow
- Invigilation of exams

Newbold Road, Rugby, Warwickshire CV21 1EH  
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

☎ 01788 542355 ✉ [admin@avonvalleyschool.uk](mailto:admin@avonvalleyschool.uk) 🌐 [avonvalleyschool.uk](http://avonvalleyschool.uk)  
✂ @AvonValleySch 📘 AvonValleySchool



# THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

## Qualifications/ training and likely abilities

- Educated to at least GCSE level, or equivalent, in literacy and numeracy.
- To be able to write routine letters, take minutes, work with databases and maintain records.
- Able to communicate and exchange information, verbally and in writing, with a range of audiences.
- Good knowledge of the school, its organisation, activities and policies.
- Can undertake straightforward calculations and maintain records.
- Able to read and write messages and instructions.
- Competent in use of software and office equipment.
- Can operate a computer and have sound word processing skills.
- Able to undertake routine work or work within established procedures but without close supervision. Can solve straightforward problems. Able to make some decisions involving the use of judgement.
- Can maintain confidentiality at all times – recognises privileged position with access to pupil, parent and staff information. Understands the need for professional relationships within the school.
- Good organisational skills
- Be able to stay calm and on occasion deal with difficult students.
- Be a qualified first aider or undertake a first aid qualification.

## Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

## Key Organisational Objectives

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for students as appropriate.
- Acknowledging Customer Care and Quality initiatives.
- Contributing to the maintenance of a caring and stimulating environment for students.
- Promoting and safeguarding the welfare of children and young persons' s/he is responsible for, or comes into contact with.

## Continuing Professional development

- Take responsibility for personal professional development, keeping up-to-date with research and developments and changes in the school curriculum.
- Undertake any necessary professional development as identified.
- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice.

## Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies.
- Undertake any other duties as reasonably required by the Headteacher.

Newbold Road, Rugby, Warwickshire CV21 1EH  
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

☎ 01788 542355 ✉ [admin@avonvalleyschool.uk](mailto:admin@avonvalleyschool.uk) 🌐 [avonvalleyschool.uk](http://avonvalleyschool.uk)  
✂ @AvonValleySch 📘 AvonValleySchool





# THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*

Newbold Road, Rugby, Warwickshire CV21 1EH  
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

 01788 542355  [admin@avonvalleyschool.uk](mailto:admin@avonvalleyschool.uk)  [avonvalleyschool.uk](http://avonvalleyschool.uk)  
 @AvonValleySch  AvonValleySchool



## Person Specification Data Administrator

	Essential	Desirable	Evidence
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Hold GCSE Grade C or above in English and Mathematics</li> <li>• Good knowledge of the school, its organisation, activities and policies.</li> <li>• Previous office administration and experience</li> </ul>	<ul style="list-style-type: none"> <li>• First aid qualification</li> <li>• Experience of working within a school office environment</li> </ul>	Application form
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Good numerical ability and data entry skills</li> <li>• Good working knowledge of Excel including formatting, calculations and formulas</li> <li>• Excellent written and verbal communication skills</li> <li>• A proven ability to multitask</li> <li>• A strong team player with a clear commitment to the development of an effective and efficient department</li> <li>• Be able to use initiative to organise and take responsibility for necessary tasks</li> <li>• Excellent telephone skills including the ability to deal with both suppliers and all stakeholders</li> <li>• The ability to research and find answers to problems</li> <li>• Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SIMS Assessment Manager &amp; Profiles &amp; SISRA</li> </ul>	Interview
<b>Personal qualities and skills</b>	<ul style="list-style-type: none"> <li>• Ability to co-ordinate and prioritise work</li> <li>• Operate office equipment</li> <li>• Remain calm in the presence of irate students and follow agreed guidelines for such situations</li> <li>• Be professional, confident, articulate, organised, efficient, discreet and flexible</li> <li>• Willing to utilise or learn new technology applications</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to ask for help if required</li> <li>• Concern for the welfare of the school community</li> </ul>	Application form and interview

Newbold Road, Rugby, Warwickshire CV21 1EH  
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH



# THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

	<ul style="list-style-type: none"><li>• Able to recognise importance of security and confidentiality</li><li>• Able to work hours required or provide flexibility e.g. occasional additional hours if needed</li><li>• Enjoy working with children and young people</li><li>• Willing to undertake staff training and development courses, some of which may be outside normal working hours.</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Local Government procedures, preferably in an education setting</li><li>• Working within a team of administrative staff</li></ul>	Application Form
<b>Special Requirements</b>	<ul style="list-style-type: none"><li>• Excellent punctuality and attendance record</li><li>• Willingness to participate in the extracurricular life of the school</li></ul>	References & selection process

Newbold Road, Rugby, Warwickshire CV21 1EH  
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

 01788 542355  [admin@avonvalleyschool.uk](mailto:admin@avonvalleyschool.uk)  [avonvalleyschool.uk](http://avonvalleyschool.uk)  
 @AvonValleySch  AvonValleySchool