



Newport Girls'
High School
Academy Trust

Data Administrator

37 hours per week over 5 days | Term time + 10 days
Salary: NJC Grade 3 | £20,642 - £20,987 per annum

Welcome to NGHS

Thank you for downloading our Data Administrator application pack. Our ideal candidate is someone who is organised, has attention to detail and is able to work as part of a team.



Mr A Jones
Headteacher

This is a full-time post, 37 hours a week. The post is term time plus 10 days to include a few days in August and school staff INSET days. We are hoping to have someone in post for October/November 2024.

NGHS is a special place to work and I consider it a privilege and delight to lead a school with such enthusiastic, intelligent and caring girls and a truly dedicated and supportive staff. We are very much a **family** and a **team** at NGHS; my colleagues work exceptionally hard to help each student to achieve their potential and they also support each other. We take staff wellbeing extremely seriously and our Wellbeing Charter is included in this pack to show you what we do.

NGHS is an outstanding girls' grammar school. We were recently inspected by Ofsted in November 2022 and the school was judged outstanding in every category, placing us in the top 3% of schools. [Please read the report here](#); you will see why I am

so proud of our staff and students. We are also the 2020 West Midlands Secondary School of the Year and have recently won a number of accolades rewarding our work in supporting Mental Health, Holocaust Education, the Be Kind Award and the AcSEED Award.

Our trustee board is incredibly supportive and experienced. Their ambition for the school keeps us on our toes, but they are passionate about enhancing opportunities for all. The school is financially secure and we have been successful twice within five years for government-funded expansions. We are heavily oversubscribed and hold an annual entrance test. The sixth form is also full and we welcome new students from a number of high schools as well, of course, as our own Year 11s.

Opportunities like this do not arise very often, so I wish you every success with your application. If you'd like to speak to me or our Operations Manager prior to applying, please contact jobs@nghs.org.uk or call us on 01952 797550. I sincerely hope that you will apply. I know how much time it takes to complete an application and thank you in advance for ensuring that it is with us by the deadline.

All about NGHS

The Curriculum

The curriculum is currently divided into 50 fortnightly periods, although weeks A and B are largely very similar. As you might expect in a selective school, our curriculum is unashamedly academic and all KS3 students study both French and German as well as Biology, Chemistry and Physics as discrete subjects. All girls have a weekly PSHE lesson and two hours of PE.

GCSEs are chosen in Year 8 with a three-year KS4 in operation. This was scrutinised by Ofsted in 2019 and they agreed with our view that this model best suited our students. Year 9 students study four options (to include at least one MFL, a humanity, a practical subject and one other choice). This selection is then reduced by one in Year 10. We teach GCSE courses thoroughly with a particular focus on greater depth and preparation for A-level. Students are taught skills and knowledge beyond the requirements of the GCSE specifications.

In the Sixth Form, we have about 80-85% student retention but receive applications from girls in other schools with over 100 students in the current Year 12, demonstrating our increasing popularity. There are 18 A-level choices and AS PE with no pre-determined option blocks. All students have a lesson of PSHE and PE in the sixth form to ensure a balance with wellbeing. Most girls take 3 A-levels plus EPQ in Year 13 and some take 4 subjects. Students have 9 fortnightly hours of tuition per A-level subject.

Staff Development

Our colleagues are our most valued resource. The majority of NGHS staff have been in post for 5-15 years, but there is a small turnover each year; usually colleagues leave to take up promoted posts or retire. Internal promotions also occur. Morale is high and staff work in faculty groups with similar subjects grouped together (e.g. Art & Technology). Most staff are form tutors. Recent appointments have included two early career teachers and a teacher with 25 years experience.

Opportunities for professional development have been largely exam-board specific in recent years, but the school now utilises a range of providers to offer different forms of training. In-house training is also offered where appropriate and the school has four INSET days per year plus twilight sessions in Professional Learning Groups, led by staff for staff. Calendared 'Good Practice Weeks' enable staff to learn new ideas and skills from each other through training sessions and classroom observations. A new whole-school T&L focus for September 2024 is based around metacognition and we look forward to seeing how this will enhance our outstanding teaching and learning further.

There is a real camaraderie among colleagues. Support staff are equally valued and part of the team. We work hard together and celebrate our successes together.

Pastoral Care / Student Leadership

Often identified as the jewel in our school's crown, our pastoral system. Form tutors are the first port of call unless the matter relates to safeguarding or a more complex case. Heads of Year lead a team of tutors and our form groups are based around our fabulous House system.

Our pastoral team is supported by our Wellbeing Manager and two Wellbeing Officers (one for Years 7-10 and one for Years 11-13). Both support students and staff to stay fit and well, physically and mentally, and liaise with outside agencies. We also have two Counsellors and a Pastoral Administrator who oversees medical provision as necessary.

Attendance settles annually at around 97% across NGHS and staff work together to ensure absences are challenged in line with our attendance policy.

There are many opportunities for pupils to support each other through mentoring (academic and pastoral) and to lead activities within our House system. Positions of responsibility exist in all years.

Outside of lessons, students engage in a wide range of extra-curricular activities and a Curriculum Enrichment Week runs in June. The Duke of Edinburgh Award is also popular with nearly all students completing Bronze Award in Year 9.

NGHS in action



Clockwise

World Mental Health Day is recognised annually with our SLT and Pastoral Leaders going very yellow this year. All Year 12 students benefit from a Liverpool Residential each year to aid their transition to Sixth Form. We have very talented sportswomen with regular wins in local and regional finals. Here is our winning badminton squad. There is a real sense of friendship and camaraderie between students at NGHS. A-level scientists work with Harper Adams researchers each year. Austen House enjoying Sports Day 2024.



Job Description - Data Administrator

Purpose of Role

- To lead on the collection and management of pupil data.
- To ensure that data we hold is up to date and accurate.
- To support with assessment and reporting data.
- To undertake general office, reception and administrative duties as required
- To contribute to the school's vision, values, ethos and culture to secure high standards and expectations in all aspects of school life.

Data Administration

- Co-ordinate the collection of enrolment data for new students into Year 7 and mid-year joiners in Years 7–11.
- Update the school's management information system (SIMS) as necessary.
- Oversee the registration of students on our Cashless Catering system.
- Ensure all parents/carers have access to our home/school communication platform (Edulink).
- Support parents/carers and staff in the use

of Edulink.

- Assist with start/end of year processes e.g. printing timetables, distributing student planners etc.
- Assign students to academic groups for the start of the new academic year and update as required during the year.
- Assist in the collation of assessment data and the production of school reports.
- Provide support to Examinations Officer during examination periods.
- Import and export CTF files using the S2S schools secure data transfer website.
- Maintain the lists of key student groups within the school FSM, PP, EAL etc.
- Assist with the administration of school events e.g. Entrance Test, Parent's Evenings, Open Events etc.

General

- To provide cover for Reception when needed.
- To complete general administrative tasks such as producing letters to parents, creating/maintaining spreadsheets and mail merges.

- Provide administrative support to SLT and other members of the school as required.
- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Be aware of, and comply with, all School policies including in particular IT, Health and Safety and Safeguarding.



Person Specification - Data Administrator



Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> i. 5 GCSEs/NVQs including Maths & English or equivalent 	<ul style="list-style-type: none"> ii. A-levels and/or Degree iii. IT / Business /Data Admin qualification iv. First Aid Qualification or willingness to undertake First Aid Training
Experience	<ul style="list-style-type: none"> i. Successful role as an Administrator and experience of handling of data. ii. Being an integral part of a busy team iii. Working under own direction / disciplined iv. Knowledge and understanding of information systems 	<ul style="list-style-type: none"> v. Knowledge of using SIMS Management Information System vi. Working with a school environment
Knowledge & Skills	<ul style="list-style-type: none"> i. Use of standard Microsoft packages (Word, Excel, Outlook, PowerPoint) ii. The importance of confidentiality 	<ul style="list-style-type: none"> iii. Experience in a similar role iv. Knowledge of Keeping Children Safe in Education
Qualities	<ul style="list-style-type: none"> i. Good verbal and written communication skills, with an excellent telephone manner ii. A positive, professional approach to work and the needs of the school iii. Approachable and adaptable iv. Initiative, drive, energy and enthusiasm v. High standards in dress, attendance and punctuality vi. Eye for detail and accuracy in own work vii. Suitability to work with children and satisfactory Enhanced Disclosure with DBS. 	<ul style="list-style-type: none"> ix. Knowledge of issues facing girls in a single-sex, high achieving environment

Staff Well-being Charter

The Trustees, Headteacher and SLT take the well-being of all staff very seriously. The Charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. Our staff are supportive of each other and work hard as a team, in faculties, tutor teams and together across the whole school.

-  A Staff Well-being Committee which meets termly
-  Complimentary tea, coffee, sugar and milk in the staffroom
-  Staff Menopause Ambassador with appropriate support for all
-  A buddy for new staff who join NGHS for their first year
-  Counselling service free to all staff both in-house and externally
-  Golden Space in the Car Park; awarded weekly on rotation!
-  An annual flu jab for all staff available upon request each winter
-  Greater PPA time than national and no mainstream cover
-  Measured approach to lesson observation, drop-ins and good practice weeks
-  Calendared wellbeing weeks with no evening meetings/events
-  Childcare vouchers scheme for those who have children in regular day care
-  Annually reviewed Workload Policy; designed by staff for staff to support reducing workload
-  Deadlines well publicised and annual calendar consultation
-  Staff social evening each term - let your hair down and relax
-  Communications policy which protects time outside of school day
-  No student or class data collected for data's sake
-  A flexible and generous approach to family appointments, children's events, nativities, sports days etc.
-  SLT Open Door Policy at all times including urgent email for non-school days
-  Dedicated marking afternoon for all staff during internal exam week
-  Complimentary Christmas Dinner for all staff each year
-  Cake, laughter & friendship in the staffroom
-  Dedicated classroom wherever possible for all teaching staff
-  Thank You Friday reward scheme for staff to share appreciation of colleagues
-  A firm commitment to the current DFE Staff Wellbeing Charter



Please complete the application form including the supporting statement (section 5), which should not exceed two pages (font size 11). Please share your career to date and how you feel this experience meets the advertised person specification. We anticipate a strong response and we will score applications fairly against these criteria alone. A **personal letter** showing an understanding of our school is preferable to a generic letter of application. NGHS is an equal opportunities employer. We are committed to the equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy/maternity, race, religion or belief. We particularly welcome applications from colleagues from under-represented backgrounds. The successful applicant will be subject to an enhanced DBS, Barred List check and other recruitment checks in line with Keeping Children Safe in Education Safer Recruitment practices. This includes sourcing police checks for any period of time spent abroad.

Informal discussions about the post can be arranged. Please email jobs@nghs.org.uk to arrange.

Completed application forms should be emailed to jobs@nghs.org.uk no later than **Monday 21 October 2024 at 9am**. Referees must include your current or most recent employer. Referees will usually be contacted at the point of shortlisting. Letters of application should be addressed to our Headteacher Mr A Jones. Please apply ASAP as we may close the advertisement prior to the date above should sufficient applications be received.

CVs are unnecessary and will not be accepted. We wish you every success and thank you for your application.



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