

EXCELLENCE THROUGH ENDEAVOUR



# The Richmond upon Thames School

## Job Application Pack

### Data, Systems and Exams Administrator

**Salary:** RTS Scale 6 £24,533 - £25,424 (pro-rata) - Term Time Only + 2 Weeks

**Start Date:** As soon as possible





**Dear Candidate**

**I am delighted that you have expressed an interest in The Richmond upon Thames School (RTS). We are a comprehensive secondary (11-16) academy which opened in the London Borough of Richmond upon Thames in 2017.**

We are seeking resilient and forward-thinking teachers to support me and my senior team to realise our Trust's vision that every student will leave RTS with excellent academic outcomes and a clear purpose for the next stage of their lives.

We have already established a vibrant, inclusive school that provides an excellent experience for every member of its community. With 600 students across Years 7, 8, 9 and 10 and next year growing to 750, the years which follow promise to be a very exciting time. Until 2021, when we are full, we will continue to grow into our permanent building and new sports centre. The school is uniquely situated on the Richmond Education and Enterprise Campus with Clarendon Special School, Capella House School, Richmond Upon Thames College. The next phase of the campus' development continues with the College's STEM centre and our New Sports Centre due for completion in 2023. In Autumn 2021, our founding Year 7 will be in Year 11, looking onward to their chosen Key Stage 5 programmes of study.

Starting a school from scratch is a once-in-a-lifetime opportunity that takes commitment, dynamism and a collaborative approach to working together to create something extraordinary. We recruit excellent staff and provide the professional development that they need to guide their endeavours for excellence as we know that building an exceptional school relies on our ability to inspire and nurture a phenomenal team of staff.

Working closely with me, you will help to shape the strategic direction of the school through a focus on raising attainment and progress for all students. You will benefit from working with a strong and dedicated team of staff fully committed to ensuring that all students achieve excellence through endeavour.

I hope that you will be able to see your place in this story and come forward to apply for this fantastic role.

Prospective candidates are welcome to discuss any questions that you may have prior to submitting your application; please contact Barbara Munro, PA to the Head Teacher via [pa@rts.richmond.sch.uk](mailto:pa@rts.richmond.sch.uk) to arrange a suitable time.

We look forward to receiving your application and wish you well with the process.

A handwritten signature in black ink, appearing to be 'K Dooley'.

Kelly Dooley  
**Head Teacher - The Richmond upon Thames School**

## Application details

Thank you for your interest in our vacancy at The Richmond upon Thames School. Further details of this post, the school and the Trust are included in this pack and on our website. Details of how to apply can be found below.

## How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school website.

[www.richmonduponthameschool.org.uk](http://www.richmonduponthameschool.org.uk)

## School queries

Prospective candidates are welcome to discuss any questions that you may have prior to submitting your application; please contact Barbara Munro, PA to the Head Teacher at

[pa@rts.richmond.sch.uk](mailto:pa@rts.richmond.sch.uk).

## Supporting statement

You will be directed to respond to the following questions within the electronic application form. Please refer to the job description and person specification when responding to the questions. **We do not accept CVs.**

- Why is your prior experience particularly relevant to the context of the post?
- What attracts you to the Richmond upon Thames School and this particular post?
- Why are you uniquely qualified for this role?
- If appointed, how will you ensure your support enables the Senior Leadership Team to achieve 'excellence'?

## Shortlisting

Due to the number of applications received we are unable to provide feedback to candidates who are not invited for an interview. The School reserves the right to commence the interview process at any time prior to the closing date so early application is recommended.

## Interview

To be confirmed

## Safeguarding

The Richmond upon Thames School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Our motto

# *Excellence Through Endeavour*



## Our school

**RTS is a co-educational, non-selective and non-faith based school for 11-16 year olds and admits five forms of entry (150 children) per year.**

The Richmond upon Thames School (RTS) provides an inspiring place for young people to learn and work purposefully towards achieving their best at all times. Our students are valued as individuals, recognised for their talents and challenged in their endeavours.

Our school encourages an atmosphere that rewards hard work and expects high academic achievement, but also provides an environment where children can develop as people and learn valuable life skills. Our students will emerge as confident, resilient individuals, who can build positive relationships and demonstrate commitment in everything that they do.

RTS strives to be a welcoming place where everyone is valued highly and where tolerance, honesty, cooperation and mutual respect for others are fostered. It provides equal opportunities for all children regardless of disability, gender, race, religion or beliefs. We also promote a shared sense of purpose with our students, teachers, parents, and Trustees, all working towards a common goal to make the best possible school for our children.

Our team of talented staff inspire and nurture students throughout their school life, delivering imaginative, stimulating lessons that keep every child engaged. The school is already characterised by its excellent working relationships with industry partners, giving students the best possible foundations for their future careers. Our partners help shape the curriculum and set real-world projects, will offer work experience and provide mentoring. Our unique access to real-world facilities through on-site partners, Harlequins, Haymarket Media Group and Richmond upon Thames College, offer students a huge range of opportunities that will transform their future employment potential and enhance both their personal and physical development.

As leaders in digital technologies, we give every student the opportunity for safe and responsible access to the latest digital devices and encourage them to become the developers, not just the consumers, of future technology.

As a new school, connecting with our local community is important to us. Through supporting local projects, our students are encouraged to participate in programmes that widen their experiences and teach them the value of helping others. The school will also serve as a learning hub, providing a range of before-and after-school clubs, holiday activities, sports facilities hire and adult evening classes.



## Our campus and facilities

RTS is located in a new, purpose built building, and Clarendon School's secondary students are located in new accommodation adjoining RTS's building.

**A newly built Richmond upon Thames College and Haymarket tech hub, for up to 20 of their technical staff, will together with the schools, make up the Richmond Education and Enterprise Campus.**

When complete, RTS's outside spaces will include five multi-purpose sports pitches for hockey, tennis, netball and more direct access to 4G and grass pitches for rugby and football, and in 2021 our a four-court double-height Sports Hall will open.

The Campus approach will enable a new model of learning integrated with enterprise, delivering high quality education hand in hand with developing young people's skills, offering work opportunities and jobs. Our partners, Haymarket and Harlequins are both incredibly successful at home and globally and this will bring an exciting additional dimension to our school.



### Richmond upon Thames College

"Over the next two to three years the College is undergoing a transformation to become a first class further education college and a major technical and professional hub for West London with a reputation for academic and vocational excellence. The College is delighted to be a founder member of a school which will provide a high quality education, with a curriculum co-designed with us and the other Campus partners to provide choice and successful progression to further and higher education."



The logo for Haymarket, featuring the word "haymarket" in white lowercase letters on a dark blue background with a red vertical bar to the left.

### Haymarket

"Having a clear understanding of what employers look for in a business professional is crucial for tomorrow's workforce. The Haymarket Skills Academy programme of media days, career support, work experience opportunities will help RTS students to maximise their potential."



## Clarendon School

"A brand new, purpose built building will provide facilities and teaching spaces specifically designed for the particular needs of Clarendon School's pupils, including those with autism. Being co-located on the Campus with RTS and the College will provide opportunities for inclusion for students to and from each setting and improved transition arrangements post-16. It will also allow access to shared facilities and improved opportunities for sharing staff expertise between settings."



Harlequins

## Harlequins

"Harlequins is immensely proud to be a part of RTS. As one of the school's partners, the Club will be working closely with the school to create a sporting programme for all age groups and levels across a range of sports to encourage participation and healthy living. There will also be a number of work placement opportunities with access to experts from the industry including health and nutrition, strength and conditioning, leadership and management. We are looking forward to working with the other partners to deliver an outstanding educational campus for 2017 and beyond."



# Job Advert

## Data, Systems and Exams Administrator

**Start date:** As soon as possible

We are seeking to appoint a dynamic, committed and enthusiastic Data, Systems and Exams Administrator to join the school as it enters its next phase of development.

This role is an integral part of the Business Support team that makes a significant contribution to ensuring we get the very best out of our staff, from joining the school to continuing their career with us. As Data, Systems and Exams Administrator, you will work closely with the senior leadership team on all aspects of Data, Systems and Exams. Joining us in the early stages of our development provides excellent opportunities for career development, and through our School Trust Partnerships, we can provide you with the support needed for your ongoing professional growth and development.

We encourage applications from candidates who are self-motivated, have a team work ethos, present with the highest professional standards and will fully embrace 'the RTS Way'.

Prospective candidates are welcome to come for an informal visit to the school before submitting their application. Alternatively, you are welcome to discuss any questions you may have prior to submitting your application; contact Barbara Munro, PA to the Head Teacher on 0208 891 2985 or [pa@rts.richmond.sch.uk](mailto:pa@rts.richmond.sch.uk) to arrange a suitable time.



RTS opened to 150 Year 7s in September 2017, growing by 150 year on year until full. We are an 11-16 mixed school with an open admissions criteria. The school is co-located with the Clarendon School, Capella House School and Richmond upon Thames College on the Richmond Education and Enterprise Campus.

*The Richmond upon Thames School Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be expected to complete an enhanced DBS check and to disclose any information relevant to Disqualification by Association.*

## Job description

<b>Title</b> <b>Salary</b> <b>Reporting to</b> <b>Line management of</b>	<b>Data, Systems and Exam Administrator</b> <b>RTS Scale 6 £24,533 - £25,424 (pro-rata)</b> <b>Senior Administrator</b> <b>Casual Staff / Invigilators</b>
<b>Hours of work:</b> Hours of work: 37.5 hours per week Term Time Only + 2 Weeks; Hours to be agreed in advance between 07:00 and 16:30	

### Overall Job Purpose

- To provide specific support to Data, Systems and Administrative functions for the school under the direction or instruction of senior staff
- To be responsible for the efficient and effective running of all internal and external examinations within the school, including liaising with staff, pupils, invigilators and examination boards
- Provide administrative support to the Senior Leader responsible for Inclusion

### Data, Systems and responsibilities

- To assist the Senior Leader responsible for Digital Technology, Data and Systems with:
  - establishing, maintaining and developing efficient and effective school data processes and systems
  - running each assessment reporting session – from setting up the mechanisms for data collection, through to publishing and distributing the reports to go home and associated analysis
  - analysing of GL Tests, Internal Exams, and Key Stage Results
  - analysing student examination results (all qualifications)
- To undertake ad hoc analysis/reporting as required, this might involve consultation with interested parties and using analytical thinking to resolve problems
- To assist with Management Information System (Arbor) database tasks including:
  - new student admissions
  - new/amended student timetables
  - changing students records (eg. parental contacts, address, medical info, etc.)
  - uploading and downloading of Common Transfer Files (CTFs) to/from other educational establishments
  - Support of data reconciliation tasks which contribute to the submission of the School Censuses (3 per year)

### Examinations responsibilities

- Input data into Arbor for examination entries, distributing paperwork for the collection of information
- Assist external Exam Boards, teachers, parents and students with complex queries
- Administer examination forecast grades, controlled assessment mark sheets and coursework ensuring forms are correctly completed, staff are aware of deadlines, posting of controlled assessments and dealing with internal/external queries
- Receive and despatch internal/external examination mail ensuring current information is distributed to and displayed for students and staff and all pre-release material passed on to Curriculum/Subject Leaders
- Check receipt of examination papers against requirements and assist with the secure storage of both papers and accompanying materials
- Aid the smooth running of examinations including contacting absent students, assisting students with seating queries or any other problems
- Check attendance registers against worked papers at the end of each examination and return to Exam Boards/assigned assessors and copy to Curriculum/Subject Leaders
- Assist with the distribution of results to students and staff and assist with student/staff enquiries following the results
- Complete paperwork and keep a record of results enquiries notifying staff and students of the outcome
- Receive and check examination certificates and prepare them with a signature list for collection of students
- Attend Examination conferences and training to ensure awareness of ongoing changes in administration
- Contribute to the planning, development and organisation of examinations (internal and external) and the exam year

## Job description (continued)

### Examinations responsibilities (cont'd)

- Any other duties that may arise from the main job purpose as designated by the Senior Leader responsible for Digital Technology, Data and Systems and/or Deputy Head Teacher (Quality of Education Team)
- Assist the collection and correlation of data for the DfE, Exam Boards and Local Authority
- Undertake the collection and monitoring of outstanding exam fees
- Liaise with Invigilators regarding availability and ensure that all Invigilators have been trained, are DBS checked and have signed Confidentiality Agreement and Disability Discrimination Act information
- Prepare training material and information for the Invigilators and keeping them up to date with any regulation changes
- Invigilate internal exams, on-line tests and any other exams as required by the Quality of Education Team
- Prepare exam certificates for collection by the students.
- Train/mentor other exams office administrators and Invigilators

### Inclusion Administration

- Under the direction of the Assistant Headteacher with responsibility for Inclusion, provide administrative support to these functions of the school - including but not limited to rewards and sanctions and SEND administration.

### Health and Safety Responsibilities

- To adhere to School health and safety policies, procedures and current statutory health and safety requirements;
- To attend training as and when required for the purposes of safeguarding children and corporate safety;
- To ensure the Richmond upon Thames School is immediately notified of any issues that may affect your right to maintain enhanced clearance to work on the school site (DBS).

**To support the wider RTS Admin Team with a range of organisational, clerical and general tasks. This includes, but is not limited to:**

### General duties in support of the Administration Team and the wider School

- To undergo first aid training and refresher courses as required
- To help monitor the admin/info mailboxes and complete tasks as necessary
- To undertake similar duties, commensurate with the level of the post, at the discretion of the Head Teacher's PA, Facilities/Finance and Managers or SLT. This might include temporary re-deployment to meet the needs of the wider school, and may involve normal duties having a lower priority or being temporarily put 'on hold'. These duties may include (not limited to):
  - General clerical / administrative / filing support; collecting and distributing lost property
  - Lunchtime and/or temporary cover
  - Supporting preparations for major School events
  - Communications with staff, students, parents and other external stakeholders
  - Administration supporting the admissions/exams processes
  - To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection
- To adhere to School Health & Safety policy, including risk assessments, and to assist with student welfare
- To attend and participate in meetings, training, performance management processes and professional development, as required
- To contribute to the overall ethos of the School

### Other

- As a growing school, we anticipate changes to roles and responsibilities.
- The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunity for disabled applicants or continued employment for any employee who develops a disability or disabling condition.
- This job description is current at the date shown, but, in consultation with the post-holder may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.
- RTS school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Under duties as directed by the Head Teacher

# Person specification

	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of level 2 in English and Maths (e.g. equivalent to GCSE Grade A*-C)</li> <li>• Successful previous experience in the administration of public examinations and accreditation procedures</li> <li>• Experience of data reporting processes</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of 'Examinations' in Arbor</li> <li>• Experience of working in a secondary school setting</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Competent in the use of ICT packages including word-processing, education management information systems and accounting systems</li> <li>• High level administrative, secretarial and organisational skills with the ability to prioritise</li> <li>• High level of ICT competence including word-process, databases, calendars and email</li> <li>• Knowledge of the management of a broad range of examination procedures and systems, awarding organisations, and invigilation procedures</li> <li>• Knowledge and use of relevant data management information systems relevant to DfE, OFQUAL and OFSTED and performance measures</li> <li>• Knowledge and understanding of Data Protection, Safeguarding and confidentiality issues</li> <li>• Analytical skills for interpreting data and information</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Professional understanding of the importance of confidentiality</li> <li>• Ability to relate to children and adults</li> <li>• An eye for detail.</li> <li>• Uphold school ethos, values, procedures and guidelines at all times with utmost consistency</li> <li>• A team player and a 'volunteer' character</li> <li>• A 'can do' attitude and a mentality of going 'above and beyond' expectation</li> <li>• Professional in manner, actions and appearance</li> <li>• Imbue integrity and has a strong sense of responsibility</li> <li>• Calm under pressure and enjoyment in overcoming challenges</li> <li>• Have a sense of humour, warmth, stamina, energy and resilience</li> <li>• Willingness to attend appropriate training</li> <li>• Willingness to gain enhanced skills relevant to the post</li> </ul>	

## Working At RTS

The school is well placed for excellent transport links whether travelling by foot, cycle, car, bus or train.

- There are ample secure cycle racks for staff to use (as well as staff showering facilities on site).
- 'Cycle to Work' scheme.
- The site also has a secure, controlled access car park for staff to use with direct access to the A316.
- The school is well served by local bus routes in all directions; and is within easy walking distance to Twickenham train station, which is in Zone 3 and well served by South Western Trains. The station has recently undergone major redevelopment with a new station building and access which opened in Spring 2020.

There is a focus on developing community and positive staff wellbeing through

- Quiz nights;
- Free yoga and relaxation sessions;
- Staff-led fitness;
- Staff 'pique-nique' events;
- Seasonal gatherings;
- Free tea and coffee in the light and airy staff social room

Continuing professional development has a strong focus. There is an extensive programme available which extends to internal and external specialists, as well as partnerships with other educational and business providers.

Reciprocal school visits are encouraged with existing arrangements already in place.

Membership of a pension scheme is available.

The school has a two-week Autumn half-term break.

RTS is proud of its well established links within the community and has an active PTA. We welcome and encourage local businesses and groups to join us during the annual Summer and Christmas Fairs.

### **The Richmond upon Thames School**

Egerton Road, Twickenham  
Middlesex, TW2 7SL

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