



The John of Gaunt School
A Community Academy

Excellence Every Day

APPLICATION PACK





The John of Gaunt School

A Community Academy

Our Mission

Our mission is to make sure that all our students, regardless of their circumstances, discover their personal best and thrive academically, individually and socially.

We are relentless in driving high expectations and make no apology for ensuring high standards across the school. We will continually ensure every student achieve excellent results, with high-quality teaching and a first-class curriculum, underpinned by outstanding cultural capital experiences and exceptional pastoral care.

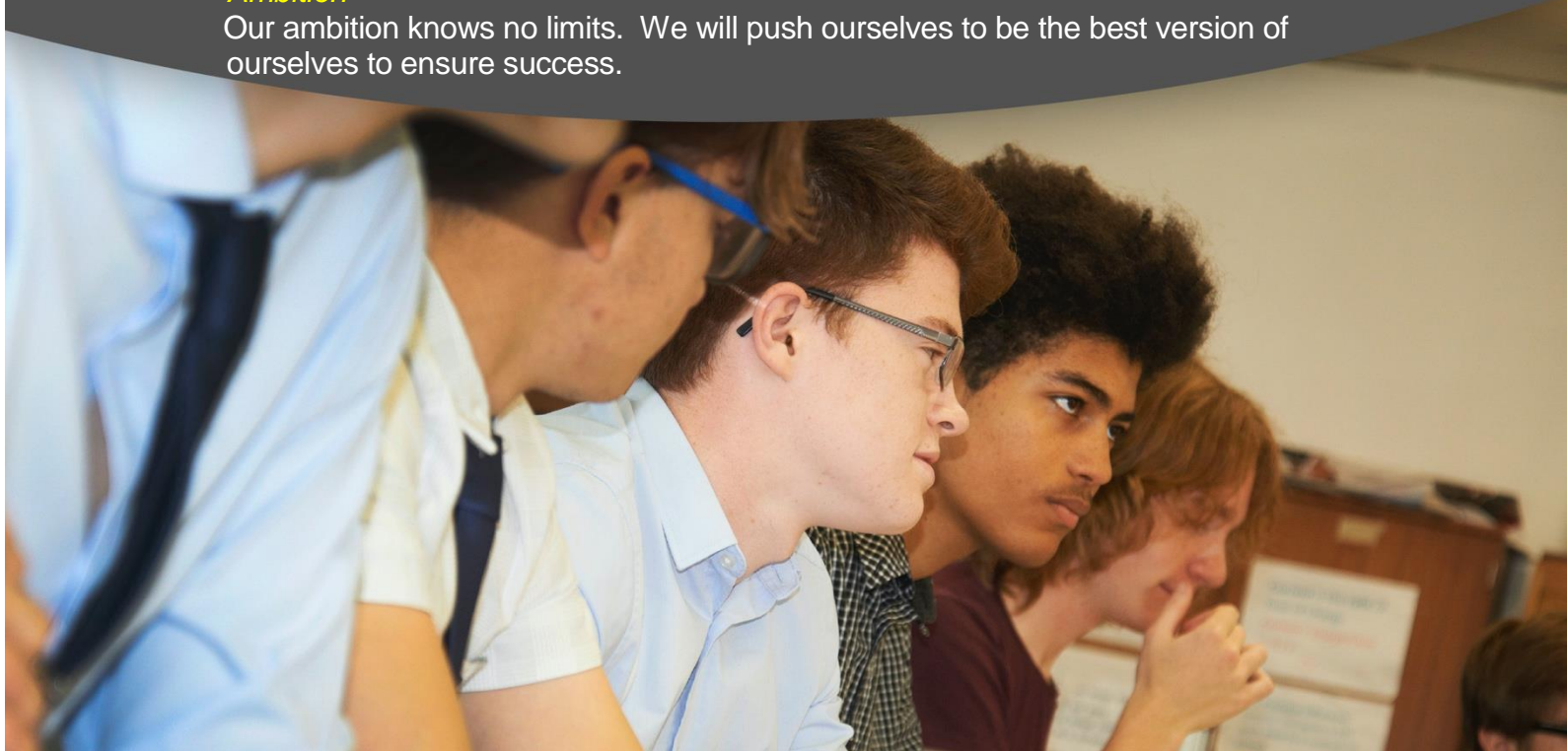
Ethos and Culture

We are a highly inclusive school that blends nurturing individual care with high standards and expectations.

Our students are proud of their school and are happy, ambitious, inquisitive learners. They thrive on a curriculum and character education programme that takes place in classrooms, and includes clubs, trips and activities. Our ethos is underpinned by strong relationships between students, parents, carers, staff and governors, who all work tirelessly together to ensure students develop their individual characteristics to be successful at school and beyond.

Values

- **Excellence**
We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.
- **Respect**
We treat others in our diverse, inclusive community as we wish to be treated. We acknowledge individual differences yet join together in an uncompromising respect for each other.
- **Responsibility**
We understand that we own our actions. We work hard to understand our emotions and manage them effectively, whilst ensuring we put any mistakes right.
- **Resilience**
When we encounter challenges, we persevere and bounce back. We see setbacks as stepping stones to success and always give 100%.
- **Ambition**
Our ambition knows no limits. We will push ourselves to be the best version of ourselves to ensure success.





The John of Gaunt School
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Data Officer Permanent Contract

Dear Applicant

I am delighted that you have shown an interest in this post at The John of Gaunt School which will start as soon as possible. You will join a committed and highly talented staff team with a supportive Governing Body who share high ambitions and the desire of excellence for our students. This is a truly exciting time to join our growing, forward thinking school.

We are looking for a hardworking colleague, who has extensive experience of working with a range of databases and IT packages and who has previously worked in an administrative role. The primary focus of the role is to ensure student data is accurately recorded and reported using a variety of data systems and software. Supporting the provision of First Aid on occasion is part of this role, full training will be given, if required.

You will need to bring a sense of energy to the role and a desire to continually improve, and will share our commitment to raising the achievement of every student.

You will be required to work 37 hours per week, 41 weeks per year, term time only including Teacher Training Days, plus an additional 2 weeks, to be worked as advised by your line manager. You will be paid at Wiltshire Council Grade F, £23,194 - £24,496 per annum to be paid pro rata. This is an annual salary of £20,701 - £21,863 per annum, under 5 years' service.

You will find several documents within this pack; an application form can be accessed via our website, [Link to Vacancies](#). Contact Elaine Baldwin at vacancies@jogschool.org if you would like to arrange a visit. If you would like more information about the school you might like to visit our website, www.johnofgauntschool.org

The John of Gaunt School is large and dynamic school with approximately 1270 students on roll. We are a single Academy and actively promote collaboration with our feeder primary schools through the Trowbridge Schools' Social Enterprise - Collaborative Schools Ltd and the West Wiltshire Alliance; a partnership of 8 secondary schools and Wiltshire College. Our school roll is rising significantly each year and our reputation has accelerated over the last two years. We are now at the forefront educational practice and we are delighted that our recent changes are accelerating the progress of our students.

In your covering letter, which should be no longer than 2 sides of A4, please provide examples of how you meet the requirements of the person specification and outline how your experiences have prepared you for this role. Your application form and covering letter should be addressed to Matthew Woodville and returned via email to vacancies@jogschool.org

The closing date for applications is Tuesday 21st February at 9am. If you haven't heard from us by 3rd March please assume that you will not be called for interview.

Thank you, once again, for your interest in this post. I look forward to reading your application.

Matthew Woodville
Headteacher

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At The John of Gaunt School

We are committed to safeguarding and promoting the welfare of students and expect all staff to share this commitment. A copy of the school's Safeguarding Children in Our School Policy and our Policy and Code of Conduct for Safe Practice are included in this pack for your reference. Further related policies will be included in the induction process. The interview will seek clarification on information you provide on your application form, assess your suitability for the post and assess your suitability to work in an environment where you will have contact with students. It will include questions relating to safeguarding and promoting the welfare of children.

If you are shortlisted references will be sought from your current or most recent employer and any issues arising from a reference will be discussed at interview. If you have worked with children in the past, but do not do so at the moment, a reference will be sought from this employer as well. If you have been self-employed, please provide statements or evidence from your clients/accountant or solicitor. References will be required which cover the past 5 years. An online profile search will be conducted prior to interview.

The application form asks you to give the contact details of a 'personal referee'; this should not be a relative or friend. Please give names and email contacts for all referees. The post will only be offered once two satisfactory references have been received.

Due to the nature of this post, you will be required to apply for an enhanced disclosure with barred list from the DBS (Disclosure and Barring Service) if you are offered the post. Disclosure will contain details of formal cautions, reprimands and final warnings, as well as convictions. The school will apply on your behalf and will pay the necessary fee. This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 Exceptions Order 1975, 2013 and 2020.

Having a criminal conviction will not automatically exclude you from employment, this will depend on the nature of the position and the circumstances and background of the offences committed. However, an offer of employment will be conditional until DBS and medical clearance have been received.

"A Good School"

OFSTED, JUNE 18

"A highly inclusive school... committed to the success of every pupil"

OFSTED, JUNE 18

Excellence Every Day

Headteacher: **Mr M Woodville**



DATA OFFICER
Grade F
Permanent Contract
37 hours per week, 41 weeks per year
£23,194 - £24,496 per annum, to be paid pro-rata
(Actual salary £20,701 - £21,863 per annum under 5 years' service)

Starting as soon as possible, we are looking to appoint a colleague to work alongside our friendly and dedicated Exams and Data Team. A key focus of the job will be supporting effective operations in the school by accurate recording of all student data, meeting tight deadlines and using a variety of data systems and software, ensuring back office functionality is effective at all times. You will also monitor the school absence line and accurately record information, working closely with the school's Attendance Officer.

You will have extensive experience of working with a range of databases and IT packages and enjoy being busy. With a methodical approach to work, you will have excellent IT, planning and organisational skills and be experienced in working to tight deadlines.

A commitment to help all young people and staff to achieve their best, and a shared belief in our inclusive ethos is expected of all staff.

As an employer we are committed to offering equal opportunities to all. We particularly welcome applicants from Black, Asian and minority ethnic (BAME) backgrounds as they are currently underrepresented in our school. All appointments will be made on merit and take account of the skills and experiences required for the role.

Closing date for applications is 9.00am on Tuesday 21st February 2023

Full details and an application form can be accessed via our website, [Link to Vacancies](#)

CVs will not be considered.



Data Officer Permanent Contract Job Description

Start Date: • As soon as possible

Grade: • Grade F

Working Hours: • 37 hours per week x 41 weeks per year

Accountability: • Under the daily leadership of SIMS and Examinations Manager

Safeguarding: • The John of Gaunt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so.
• The postholder must hold enhanced DBS clearance with children's barred list check.

Comment: • The postholder may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are common occurrences and would not of themselves justify the regrading of the post.



Job Description cont.

Main Job Purpose:

To support the effective operations in the school through ensuring that student data is effectively recorded and reported using a variety of data systems and software.

Key Tasks:

- To be responsible for provision of assessment data in relation to students, including creating tracking reports and templates in line with agreed timescales.
- Writing and running accurate reports in SIMS in relation to student data, as required.
- Updating student details e.g. starters, leavers, ensuring all relevant data is collected as required, and student destinations are up to date, within required timescales.
- Assigning student classes on SIMS in line with requirements of the school timetable.
- Inputting student registers as required, ensuring that student attendance is recorded accurately at all times, including Alternative Provision / Intervention classes so that staff know where students are throughout the day.
- Send reminders to staff as necessary regarding completion of registers within agreed systems, and escalate where necessary.
- To be responsible for receiving messages and emails through the school's agreed absence reporting systems, and recording information accurately as necessary. This includes receiving welfare calls and monitoring the attendance of Looked After Children on roll at the school.
- Communicate effectively with the school's Attendance Officer to ensure the appropriate information regarding student attendance is available at all times.
- Ensure that SchoolComms (or other future home/school communications system) is up to date and holds accurate data in relation to parent / carer information.
- Ensure back office functionality of additional school systems is operational and up to date to support cross school use (i.e. SISRA Observe / InVentry / School Cloud / Class Charts).
- Set the school calendar within the 'Cover' system on SIMS and ensure registrations of staff are allocated appropriately.
- Provide relief cover for the Cover Co-ordinator in case of absence to ensure all lessons are suitably covered at all times.



Job Description cont.

- Upload student photographs in to SIMS annually.
- To support First Aid provision on occasion and as required, and respond where needed to first aid emergencies on site.
- To maintain confidentiality and integrity at all times.
- To demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English.
- To be responsible for promoting and safeguarding the welfare of students at the school.
- To hold enhanced DBS clearance with Children's Barred List checks.

OTHER DUTIES

The postholder may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are common occurrences and would not of themselves justify the regrading of the post.



Data Officer Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• At least 5 GCSEs or equivalent level 2 qualifications at grade C or equivalent, including Maths and English• First Aid at Work or willing to undertake the training	<ul style="list-style-type: none">• A Levels or equivalent Level 3 qualifications• IT qualifications
Experience	<ul style="list-style-type: none">• Extensive experience of working effectively with a range of databases and IT packages• Working in an administrative role	<ul style="list-style-type: none">• Operating knowledge of SIMS• Previous work with young people• Use of statistical data
Professional Knowledge and Skills	<ul style="list-style-type: none">• Excellent IT skills including the ability to manipulate and analyse data• Ability to work to strict deadlines• Ability to record information accurately and appropriately• Ability to work constructively as part of a team and individually• Ability to follow verbal and written instructions, but also work on own initiative where required• Excellent interpersonal and communication skills• Ability to stay calm and work effectively when under pressure while maintaining a positive, professional attitude• Excellent planning and organisational skills and methodical approach to work• Ability to adapt to changing situations and work in a flexible manner	

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with young people and adults • Ability to build and maintain good working relationships with students, staff, parents/carers and external agencies • Honest and reliable, proactive and self-motivated • Confident with a positive attitude, flexible, adaptable and resilient 	
	<ul style="list-style-type: none"> • Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels • Commitment to anti-discriminatory practice • An unconditional, positive regard for young people and a passion for helping students overcome barriers to learning • Commitment to safeguarding and promoting the welfare of children • A desire to make a difference • Work within school procedures and policy guidelines • Follow confidentiality protocol • Ability to converse at ease in accurate spoken English • Enhanced DBS clearance with Children's Barred List Checks 	



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Our Town

The historic woollen town of Trowbridge is the County town of Wiltshire, and situated close to the edge of Salisbury Plain. Trowbridge is a socially diverse and rapidly growing town. With moderately priced housing, the town offers a range of High Street and independent shops, supermarkets, cafés, pubs and restaurants, as well as a weekly street market featuring local stalls and traders. Situated just 25 minutes by road from Bath, with good public transport links nationally, Trowbridge provides a great base from which to explore the region, including the world famous landmarks such as Stonehenge and Avebury as well as numerous National Trust and English Heritage sites.

Our School

As one of 3 secondary schools in Trowbridge, The John of Gaunt School is a fully comprehensive single Academy for students from the ages of 11 – 18, with approximately 1270 students on roll. We are a school for our community and strongly believe in collaboration. We actively promote this with our local primary schools through Collaborative Schools Ltd - a social enterprise incorporating all Trowbridge schools; and the West Wiltshire Alliance. Our strong partnerships with local primaries mean that most students join us already knowing the geography of the school and key staff.



Our Leadership Structure

Our Headteacher is supported by the Strategic Leadership Team which comprises:

- 1 Deputy Headteacher
- 5 Assistant Headteachers
- 3 Associate members
- Finance and Business Manager
- HR Manager

Our Students

We believe that every student deserves an engaging, inclusive and dynamic curriculum which prepares them for life in the 21st Century. Our curriculum is personalised and aims to meet the needs of all individuals, ensuring students are appropriately challenged.

We believe that high quality teaching is the core purpose of our school. Recruiting, developing and retaining the very best leaders and teachers is of the utmost importance to us. Our staff are hugely talented and dedicated to delivering high quality lessons, within a purposeful learning atmosphere.

We have high expectations and students expect to be challenged. We ensure that learning takes place in a calm and purposeful atmosphere. We know that learning is maximised when students play an active role in lessons and develop the independent skills required to become confident, lifelong learners. As a school we believe that effort leads to success and teachers seek to develop dedication and resilience in all students.

We believe that happy children who feel safe and well supported are more likely to succeed. We pride ourselves on how we know our students as unique individuals and how all are enabled to flourish.

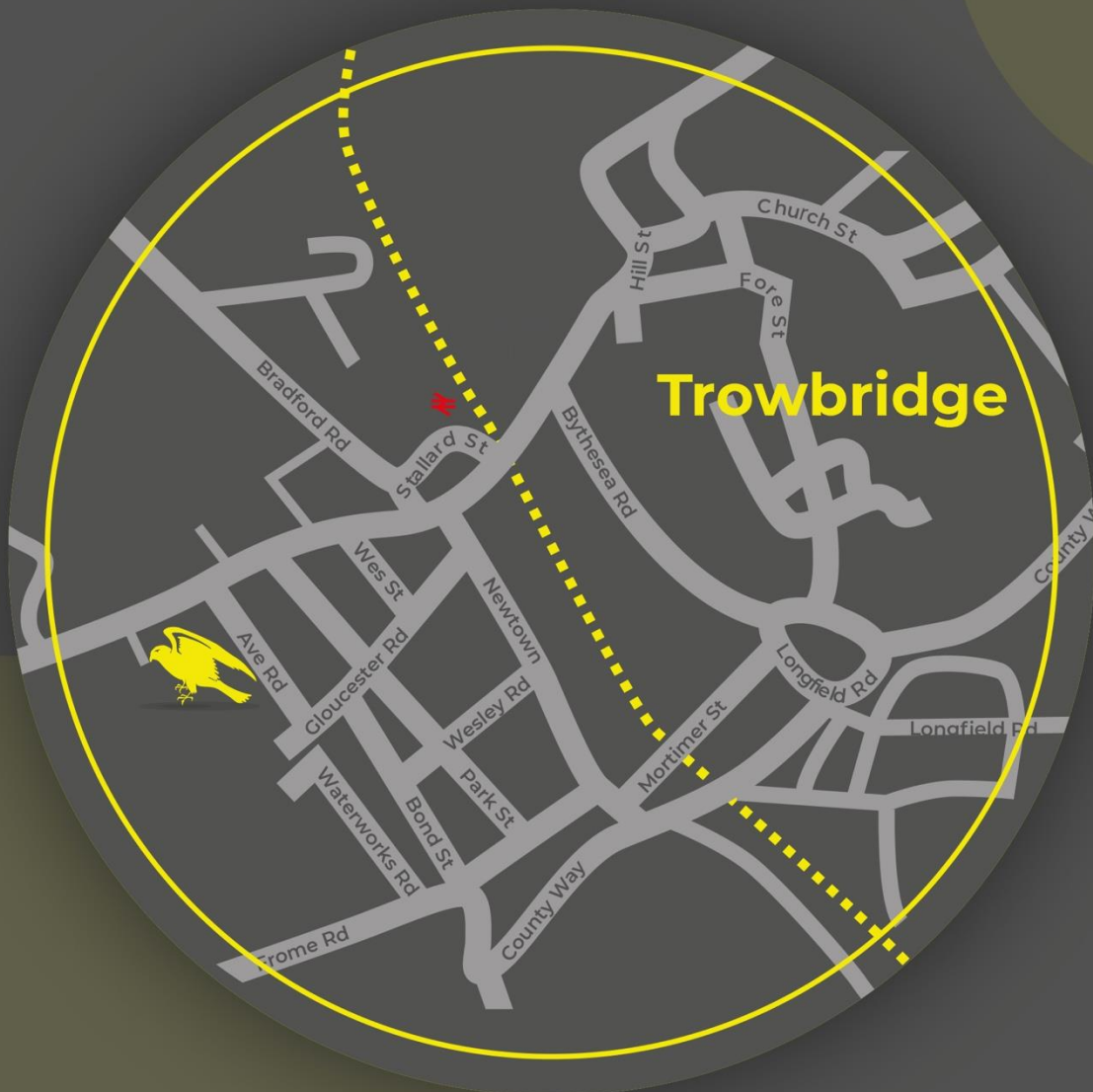




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