

DATA ASSISTANT
JOB
INFORMATION



RGS



DATA ASSISTANT

Newcastle upon Tyne Royal Grammar School

To start as soon as possible

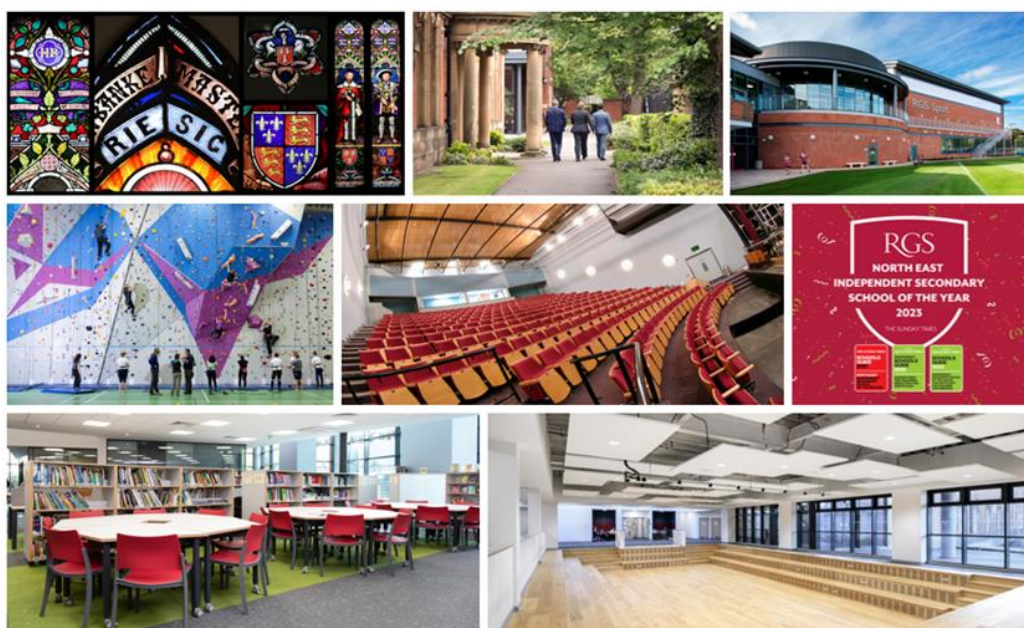


THE POSITION

We seek to appoint a Data Assistant to work within this busy and high achieving school. This post would suit someone recently graduated from university, or similarly someone with more experience. It is a varied role where the successful candidate will work in many different areas of the school alongside members of the Senior Leadership Team and Teaching / Support Staff. We anticipate this breadth of experience will allow candidates the opportunity to gain valuable experience in an education setting as part of their longer-term career plans.

This post would involve working in a busy office environment, managing information and data collection systems. Primarily working with the school's IT systems, the post-holder will also work within the Information & Digital Technology team collaborating on other projects as required.

The successful candidate will play a significant role within a developing department adding value and supporting both teaching and support staff in delivering their objectives.



Job Information: Data Assistant

Closing Date: 9.00am Monday 23rd October 2023

Contact: Head of Digital Strategy (s.buist@rgs.newcastle.sch.uk)



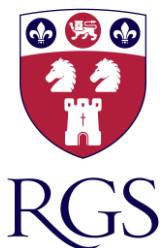
THE SCHOOL

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools, and the Sunday Times' North East Independent School of the Decade 2020. Most recently, RGS was awarded the Sunday Times' 2023 North East's Top Independent Secondary School for Academic Performance. We regularly lead all northern schools in national league tables and pride ourselves on academic excellence, a high level of pastoral support, involvement in a wide range of sports and other co-curricular activities, and our commitment to bursaries and partnerships.

RGS has grown substantially in recent years. There are now some 1,340 students, over 260 of whom are in the Junior School. The Sixth Form of 350 students is one of the largest in the independent sector. We became coeducational 20 years ago and girls now comprise 43% of the school.

The school is based in the heart of the city, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a new Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground.





THE INFORMATION AND DIGITAL TECHNOLOGY DEPARTMENT

The School is at an exciting stage of its digital journey putting a device in the hands of every student and transforming the educational and digital experience for all pupils and staff at RGS. The Department has been redefined to meet the changing needs of the school, as technology is playing a greater role in all that we do at RGS. Our Head of Digital Strategy leads a team of five, including an End User Specialist, a Technician, a Network Engineer Apprentice, an IT Coordinator, and a Data Administrator. The department supports all teaching and support staff with the use of technology across the school. The school recognises the importance of continually developing the skills of our staff and we have partnered with an IT provider, which will create further opportunities for a successful candidate to receive training and certification in areas such as Data Management and the use of Microsoft Power Platform.



ACCOMMODATION AND RESOURCES

The Data Assistant would be working with the rest of the IDT Department at the heart of the school. The Department operate from a large office located in the centre of the main building. From here all school devices are stored, provisioned, and then issued to staff and pupils when required. The Head of Digital strategy and the rest of the team work from this central location, where our technicians offer first line support to all users at school.

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MAIN DUTIES AND RESPONSIBILITIES

The following list is not exhaustive but is a guideline as to the main requirements of the role. The Data Assistant must be willing, flexible, and prepared to carry out reasonable tasks not necessarily covered within this job description.

The successful candidate will be given training in our school and information administration systems, this may include attendance at externally run courses.

School Administration Software Systems

- To be the initial contact and administrator of various key data systems used at school.
- To assist and provide support for any user issues.
- Ensure the accuracy and integrity of the data stored within our systems.
- Support with timetabling and reporting.

Information Management System

- Assist with the maintenance, support and development of the use of the school's Management Information System (iSAMS).
- Assist with the entry of staff and student data, ensuring both are added at the start of the year and amended when appropriate.
- Assist in the annual rollover in iSAMS and to set up the timetable and registration cycles for the beginning of each academic year.
- Assist in the collection, analysis, monitoring and tracking of student data and assessment.
- Helping to set up and run the termly report cycles for both Senior and Junior schools.
- Assist in the planning, scheduling and co-ordination of whole school internal and external reporting to parents through the Parent Portal.
- Assist with timetable tasks, such as, rooming of lessons, assigning teachers to classes and facilitating any class changes.

Other Responsibilities

- Provide cover for your colleagues within the IDT team during their absence.

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- Attend and participate in regular meetings.
- Undertake a regular programme of training to ensure that you stay up to date with the needs of the department, and in particular the management of school databases.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.



PERSON SPECIFICATION

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that we are looking for.

Qualifications and Training

- Degree or equivalent qualification in a relevant field

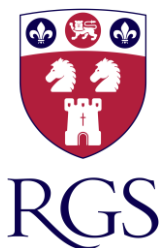
Experience

- Collection, collation, presentation and interpretation of a wide range of data using ICT systems and software including high level skills in Excel.
- Knowledge of and application of GDPR legislation, although full training will be provided.

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Experience could include:

- Working in a similar school environment

Skills

Essential:

- An interest in education and how technology is allowing new ways to create intelligent environments and track pupil progress.
- High levels of IT competency, with strengths in the use of Excel with specific focus on data manipulation.
- A good eye for detail, with a good level of organisational and administrative skills.
- Able to work and communicate effectively with a wide range of people, including non IT specialists and members of the Senior Leadership Team.
- Ability to work to deadlines and prioritise work accordingly.

Desirable:

- Some knowledge of database and data management, although full training will be provided.
- Excellent knowledge of Microsoft Office 365

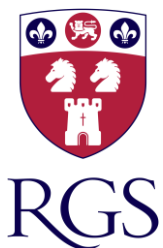
Personal characteristics

- Eager and willing to learn new skills.
- Ability to work as a team member.
- Self-motivated and a natural problem-solver who is motivated by implementing processes and solutions.
- Proactive approach to the duties and responsibilities associated with the role with ability to balance conflicting demands.
- An understanding of the wider issues of working with young people (safeguarding, etc.) is important.
- A genuine liking of people and the ability to show warmth, good-humour, empathy and sensitivity.

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LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Sage, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

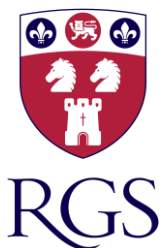
The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

There are excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.





MAIN TERMS AND CONDITIONS

- This role is a full-time role, which will include the compulsory safeguarding training at the start of each academic year and all other staff training days throughout the year. Dates will be shared with the successful candidate.
- This is a permanent role with the school.
- The post will report to the Head of Digital Strategy, who in turn reports to the Director of Finance and Operations.
- A starting salary based on the RGS Support Staff Pay Scale of c 22-24.5k per annum dependent on experience.
- RGS staff salaries are reviewed on 1st August each year.
- Working hours will be 37.5 hours per week, Monday to Friday all year round, normally 8.30am until 4.30pm with a 30-minute unpaid lunch break. There may be occasions where the employee is required to be flexible with the start and/or finish time to meet school and IDT requirements at key times during the school year.
- Holidays –The school offers a generous annual leave entitlement of 31 days plus Bank Holidays for all year-round support staff.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child protection, Staff Code and Health and safety, a copy of which will be made available.





WHAT WE OFFER

- During term-time, staff are provided with a free lunch, if on site.
- For non-teaching staff we offer a support staff pension scheme, The Aviva Pension Trust for Independent Schools (APTIS). On receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred. This scheme is administered via Salary Exchange (also known as Salary Sacrifice) for those who are eligible. You can opt out of the Salary Exchange arrangement whilst remaining in the pension scheme. Further details of the scheme and salary exchange will be provided on appointment.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme after a qualifying period. Details of the scheme will be provided on appointment.
- The school offers an optional healthcare plan for all staff which includes optical, dental and physio cover, access to telephone GP consultations and a host of other benefits (terms and conditions apply). Further information will be available to the employee once in post.
- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- It is the school's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.
- We offer an interest free travel loan for a corporate Metro travel pass after a qualifying period. Further information will be available upon starting in post.

We offer a Bike to Work scheme for qualifying members of staff. Terms and conditions apply. Details will be shared upon starting in post.

- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.
- Free use of a well-equipped gym, fitness suite and swimming pool.
- Access to our onsite confidential counselling service.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.

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- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.
- Supportive and friendly community.
- Opportunity to join in with RGS tradition and become a member of the Stowell, Collingwood, Horsley or Eldon House.

HOW TO APPLY

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

Enquiries about this post should be made in the first instance to Sarah Buist (Head of Digital Strategy). For an informal chat about the post, contact Sarah Buist on 0191 281 5711 or email s.buist@rgs.newcastle.sch.uk.

If, having looked through the website (www.rgs.newcastle.sch.uk) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in:

1. A covering letter and
2. A fully completed RGS application form.

You must complete the application form, even if you want to also attach a CV. Please email all documents to jobs@rgs.newcastle.sch.uk by the closing date.

The closing date for this role is 9.00am Monday 23rd October 2023.

Interviews will be held shortly after the closing date.

We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses will be significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis S.Ellis@rgs.newcastle.sch.uk in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

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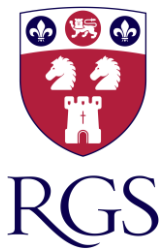
Safeguarding and Safer Recruitment

RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2022).

Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Whilst all applications are considered on merit, we would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in our staff community.

We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.



CONTACT DETAILS

Royal Grammar School Eskdale Terrace Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: communications@rgs.newcastle.sch.uk
Sarah Buist, Head of Digital Strategy, s.buist@rgs.newcastle.sch.uk
www.rgs.newcastle.sch.uk

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