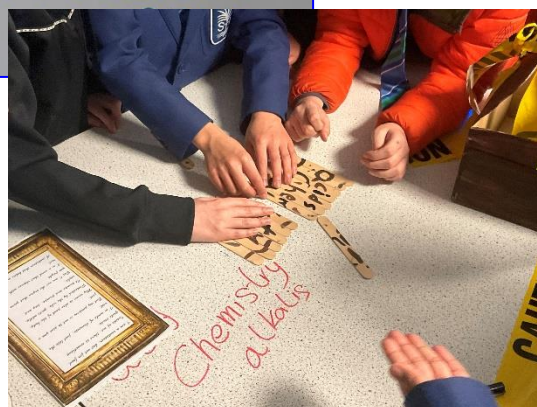




ST THOMAS MORE
CATHOLIC HIGH SCHOOL



Welcome
Vitajte
Fóilte
Salve
Willkommen
Bienvenida
Bine ati venit
Bienvenue
Croeso
Benvenuto
Witam
Bem-vindo



**Recruitment Pack for the Position of:
PUPIL DATA & INFORMATION ASSISTANT**

Welcome to St. Thomas More Catholic High School

Thank you for considering the vacant role here at St Thomas More Catholic High School. The successful candidate will have a direct impact on our continued success as a high performing academic school and a family school where our faith is nurtured.

Our school is currently the highest performing school in Cheshire East for Progress data with a P8 of 0.63. We are a Good school judged by Ofsted in March 2020, and the report displays a school which really cares. Our Diocesan inspection in 2017 judged the school as Outstanding.

Please look at our website and our school video to give you more of a flavour of our happy school. Our Catholic Social Teachings weave through all areas of school life, through our curriculum, personal development, policies and practices. I hope that the information you receive allows you to be motivated to apply for the vacant position. I do encourage you to come and visit the school and meet some of our staff and our wonderful pupils. Alternatively, contact the school if you have any direct questions.

Your application form and covering letter, including referees should be returned by the advertised closing date.

The completed application form and covering letter can be emailed to:
recruitment@st-thomasmore.cheshire.sch.uk

Kind regards



Mrs Katherine Packham
Headteacher



St Thomas More Catholic High School Keeping Faith in Education

St Thomas More Catholic High School is a high performing, oversubscribed, 11-16 school in the South Cheshire Catholic Multi Academy Trust in the Diocese of Shrewsbury which was once again rated Good by Ofsted in March 2020. Our most recent inspection in December 2023 by Shrewsbury Diocese rated us as an Outstanding Catholic school.

We have a well-deserved reputation for academic excellence balanced by outstanding pastoral care and support which allows our pupils to flourish and develop as rounded individuals.

We continue to focus relentlessly on the quality of teaching leading to excellent results for pupils, very high expectations of behaviour to create a calm and happy school, a strong good pastoral system to care for pupils and their needs, and a range of enrichment activities to engage and motivate pupils to contribute to their wider education to ensure that St Thomas More Catholic High School provides an outstanding education for all pupils.

Every school in the country with high ambitions for its young people would probably say the same, but we have a distinctive foundation or inspiration for our pursuit of excellence: our Catholic Christian values, based on the Gospel of Jesus Christ, which regards every person as a unique creation of God with an 'original gift' to offer the world. Our aim is to help pupils to discover the person they are called to be.

In the day to day life of the school, Catholic Social Teachings are evident in the culture of respect and the strong 'family' atmosphere which all our visitors comment on and our staff and pupils value highly. Our values and common purpose has enabled us to create a thriving community who experience a full and balanced education which prepares them to live a fulfilling life and able to grasp all job, career, high education and leisure opportunities which the world offers.

What is special about a Catholic School?

- | | |
|----------------------------------|---|
| ✦ Form prayers each day | ✦ Links with Global Schools |
| ✦ Assemblies | ✦ Caring ethos |
| ✦ Retreats | ✦ Inclusion for all |
| ✦ Liturgical events | ✦ Wellbeing Days |
| ✦ Faith in Action | ✦ Curriculum Core RE |
| ✦ Equality and Respect of all | ✦ Supporting the Church Catechetical Programmes |
| ✦ Relationship and Sex Education | ✦ Chaplaincy Team |

Recruitment Pack for the Position of PUPIL DATA & INFORMATION ASSISTANT

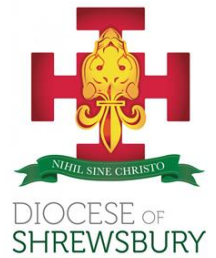


KEY FACTS

LOCATION:	Crewe, Cheshire
DENOMINATION:	Roman Catholic
DIOCESE:	Shrewsbury
AGE RANGE:	11 - 16
NO OF PUPILS:	669
NUMBER OF STAFF:	79
% OF PUPILS ON FREE SCHOOL MEALS:	18.26%

Crewe is an established town in Cheshire with a population of approximately 84,000. Crewe is known for its large railway junction and its history of manufacturing and overhauling locomotives. Crewe was also the home of Rolls-Royce Motors from 1946 until 2002. The Pym's Lane factory now produces Bentley Motor Cars exclusively.

St Thomas More Catholic High School is located within the parish of St Mary's the Immaculate, Crewe, under the Diocese of Shrewsbury. We work closely with our partner feeder primary schools, St Mary's Catholic Primary School, Crewe; St Anne's Catholic Primary School, Nantwich and St Gabriel's Catholic High School, Alsager. With a PAN of 128 and approximately 650 pupils on roll the school is increasingly oversubscribed.



St Thomas More Catholic High School has an excellent reputation within the Catholic and local community. We are a successful and popular school. Examination results and Levels of Progress are above local and national averages across Key Stage 3 and 4. Please read our latest Ofsted Report to find out more:

<https://files.ofsted.gov.uk/v1/file/50151054>



"Our school community believes in every person, encouraging their love of learning, their love of each other and their love of Christ"

Job Description

Reports to: Exams, Cover & Data Officer

Key purpose of the job

To provide efficient and effective clerical support to the Headteacher, staff and Governors. Under the supervision of the Deputy Head (Curriculum), assisting with preparations for admissions to the school and entering of pupil data.

Safeguarding

- To uphold the Academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

Main Responsibilities:

- Manage and administer all pupil data ensuring its accuracy, timeliness and compliance.
- Input CTF files received from feeder and other schools onto the school MIS.
- Send CTF files and post records to the new schools of any pupils leaving.
- Provide administrative assistance for pupils entering Y7 by acting as a point of contact for admissions, completing the administrative processes, inputting ranking as per the admissions policy for the local authority and maintaining records.
- Assists with ensuring admissions information is collated and distributed to feeder schools, parents and carers, facilitating the effective transition of the Y7 cohort along with inviting parents / guardians to the annual open evening.
- To be available to attend the annual Open Evening and Intake Evening if required.
- Provides administrative assistance for in-year admissions. Responsible for updating and maintaining the waiting list, coordinating & facilitating appeal hearings. Providing administrative support for appeals & in year admissions. Collating and distributing the relevant paperwork to internal stakeholders and parents and carers.
- Responsible for ensuring appropriate processes and process notes are in place and up to date for effective pupil data capture and retention and management of task list.
- Produces, distributes and receives pupil data checking sheets or electronic equivalent, entering any details onto the MIS.
- Ensures that capture and retention of data is in line with statutory requirements and GDPR compliant.
- Assist the Data Administrator, ensuring all pupil data is up to date, to produce annual Census reports on a termly basis.
- Assists with the creation and distribution of mark sheets, termly data collection points and annual pupil reports.
- Provides daily administrative support for Attendance, with duties such as but not limited to checking and clearing N codes, ensuring that registration marks are completed within the required timescale, assisting with contact home for absent pupils and reporting missing marks.
- Monitor attendance codes on a daily basis checking for absence trends and noncompliance against attendance policy.
- Creation & distribution of daily, weekly, termly, attendance reporting to stakeholders.
- Provide administrative support for SLT with the collation and tracking of actions completed regarding absenteeism inline with attendance policy.
- Provide administrative support and reporting to relevant stake holders to improve attendance or complete prosecution for persistent absenteeism.
- Assisting with reporting data for termly attendance reward and certification.
- At specific times of the year, collate pupil reports for checking by the leadership staff.
- File all pupil information in appropriate files.

Recruitment Pack for the Position of PUPIL DATA & INFORMATION ASSISTANT



- Administers parents evenings under the instruction and guidance of SLT, ensuring that all processes have effective communication and required process notes.
- Provides front of house reception cover one day per week. Acting as the initial point of contact for visitors, telephone calls ensuring that the image of the school is enhanced. Liaising with staff regarding home school communication for things such as absence, disciplinary issues or illness. Using the MIS to record pupil absence or lateness or home school communication

General

All Academy staff are expected to:

- Work towards and support STM's vision and the objectives.
- Support and contribute to the Academy's responsibility for safeguarding students.
- Work within the Academy's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Academy's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to Academy policies, procedures and core values as set out in the documentation available to all staff.
- Ensure that the confidentiality of sensitive information and data is not compromised.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities and duties.

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Person Specification : Pupil Data & Information Assistant

Skills and Abilities:

ESSENTIAL:

- To follow the school's safeguarding guidelines.
- High personal and professional standards.
- Excellent personal organisation skills.
- Ability to work accurately and methodically, with strict attention to detail.
- Confidence, tenacity and ability to adhere to deadlines and respond to unplanned situations.
- Ability to work on own initiative.
- Excellent interpersonal skills – able to communicate and liaise with a range of people and a team player attitude.
- Excellent communication skills both verbal and written.
- Resilience and patience to deal with occasional difficult situations and behaviours.
- Able to maintain absolute confidentiality and integrity.
- Excellent attendance and punctuality.

Knowledge / Qualifications

ESSENTIAL:

- An education standard equating to GCSE grade C in English and Mathematics.
- Ability to use computer packages e.g. Word, Excel, PowerPoint etc.

DESIRABLE:

- Experience of school systems and procedures in particular Bromcom.

Experience:

DESIRABLE:

- Experience of working in a school environment.
- Experience in a similar role or a role requiring similar skills, abilities and knowledge

Other Requirements:

ESSENTIAL:

- A commitment to making a positive contribution to the education of young people.
- Commitment to excellence and desire for continual improvement.
- A good sense of humour and a willingness to work co-operatively as part of a team.
- Ability to work in an environment with frequent interruptions.
- To support the ethos of the school at all times.

Recruitment Pack for the Position of PUPIL DATA & INFORMATION ASSISTANT

ENHANCED DISCLOSURE

Thank you for interest in St Thomas More Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as “spent” under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

