

FURTHER INFORMATION
Data Analyst and Administrator
(Full-time or substantial part time)

The College

The College is situated just outside Esher, in attractive grounds in Thames Ditton, and is well served by public transport. Thames Ditton rail station is two minutes' walk away and Esher rail station about 12 minutes. Both provide a direct link to central London. The core business of the College is the full-time education of 16–18-year-old students, all of whom study level 3 courses. Within this context, the College has an inclusive, open access approach, recruiting students from over 115 different schools in North Surrey and the London boroughs, with a College roll of approximately 2050 students. The result is a rich and diverse student population. Applicants from the four most local postcodes, from schools without sixth forms in a defined geographical area and from siblings of current and former students all have guaranteed status. Incidentally, of all application categories, siblings consistently give us the highest conversion of applicant to enrolment. Those who know us best are most likely to come. All other applicants have open status and places are allocated by ballot.

The College has a strong reputation in the area and is highly over-subscribed, with applications closing nine months before enrolment begins. The College's popularity is principally based on academic achievement and successful progression, as well as a more mature learning environment which lays the foundations for future success. Despite relatively modest entry requirements, it has an established track record in delivering impressive examination results. As a result, the College was judged 'outstanding' by Ofsted for all areas when recently inspected in September 2022. It is most pleasing that the report reflects the College that we all know well and is a fair reward for all the hard work that our staff have invested into the College and its community over the many years.

The College Mission Statement and Values are:

Mission Statement

We are specialists in sixth form education who are committed to creating a culture of high expectations and outstanding achievement.

Values

- **Inclusivity:** We actively embrace diversity, ensuring every community member is valued, respected, and provided with equal opportunities for growth and participation.
- **Community:** We cultivate a vibrant community characterised by collaboration and mutual support where everyone contributes to our collective and individual successes, fostering a strong sense of belonging and shared purpose.
- **Empowerment:** We champion autonomy and aspiration, empowering every individual to actively shape their educational and professional paths to achieve their full potential.

The estate has benefited from significant investment over the last ten years or so and the result is a campus fit for the 21st century, with modern, specialist buildings and facilities. A new Study Centre and a Performing Arts block were opened for the start of the 2022/23 academic year and four temporary classrooms to help manage the College response to the increase in student contact time, with a new build replacing the temporary accommodation in September 2025.

The Post

Staff:

Currently there are two members of the team (both full and part-time).

Department/Facilities:

The HR Department is a central support function within the College, providing a professional, efficient and confidential service to staff and managers. The department is based in a dedicated office suite with access to private meeting spaces and secure systems for handling employee data. The team is responsible for all areas of the employee lifecycle, including recruitment, onboarding, payroll administration, and employee relations. The department works collaboratively with managers across the College to promote good practice and ensure compliance with employment legislation and safeguarding requirements.

The MIS Department is a key support function within the College, responsible for maintaining accurate student, curriculum, and examination data, ensuring compliance with funding and statutory requirements, and providing high-quality reports to support decision-making. The team manages core processes such as enrolment, timetabling, and student record maintenance, while also producing performance and inclusion reports, projections, and analyses that inform planning and monitoring across the College. By ensuring reliable data and efficient systems, the department underpins day-to-day operations, strategic priorities, and external requirements such as ILR submissions and Ofsted inspections.

We would welcome applications from candidates looking for a full-time post or a minimum of 4 days a week. Please indicate in your application if you would like to be considered for the part time (4 days a week) role and this will be discussed at interview.

College Hours:

College teaching periods start at 8.55 am and end at 4.15 pm.

Salary: Salary will be Pay Point 16 which is currently £33,232.00 FTE Plus fringe area allowance. The actual salary will be dependent on the Part Time agreement.

Closing Date: 9am Wednesday 12 November 2025

Interviews: Week Commencing 17 November 2025