

| | | |
|---------------|------------|--------------------------|
| Name | | Alec Reed Academy |
| Post No. | | |
| Date drafted | March 2017 | |
| Date reviewed | Dec 2024 | |

Job Description



**ALEC REED
ACADEMY**
PROUD TO LEARN

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

MANAGEMENT DETAILS

| | |
|--|---|
| Job Title | Data Administration Officer |
| Location/work base | Central Office |
| Grade | |
| Reporting to: | The Board of Trustees through the Principal |
| Line Manager | Data Information Systems Manager |
| Posts directly supervised: | |
| Staff or contractors indirectly supervised | |

THE MAIN PURPOSE OF THE JOB

- Purpose:**
- To be responsible for maintaining the Academy-wide School Management Information System (MIS)
 - To complete the Census' to deadlines as required through the Academic Year
 - To manage Main Round and In-Year Academy Admissions from Nursery to Year 13
 - To liaise with the Safeguarding, SEND and EAL departments regarding new admissions with additional needs and assist with the process of annual reviews and applications for additional funding as appropriate.
 - To support the Academy Leadership Team and other key staff with the completion of appropriate data and information as and when it is required.

Key Areas of Responsibility:

Management Information System (MIS)

- Maintain the MIS with accurate enrolment information
- Create MIS users and reset passwords
- Update and maintain class list information on the MIS
- Allocate students to classes
- Allocate set changes on MIS
- Update and maintain general pupil data, parent contact information and other personal information on the MIS
- Complete an annual check of personal information held on students in the MIS
- Provide timetable information to staff as required from the MIS
- Liaise with Primary Pupil Progress Leaders, Secondary Heads of Year, and respective Assistant Principals to ensure all students are in the appropriate teaching set
- Assist in sending parents messages through the MIS
- Provide training to other staff on the use of the MIS
- Support staff on running reports from MIS
- Produce class lists as required
- Print student timetables
- Print staff timetables
- Liaise with the ICT Network Manager and with Scomis (or other providers) to resolve administration problems with the MIS
- Complete the end of year procedures to promote the next academic year
- Complete the electronic transfer files regarding leavers and admissions

Administration

- Complete the Academy Census' in line with current requirements to meet deadlines throughout the Academic year
- Support the Senior Leadership Team in the production of data related to pupil performance including behaviour
- Obtain Pupil Premium files and upload
- Provide accurate data to the Academy leadership Team and Board of Trustees
- Update course manager files
- Support the Assistant Principal in the creation of the timetable
- Administration and submission of Key Stage 1, Key Stage 2 & phonics management to the Local Authority and NCA Tools
- Import and export of Common Transfer Files
- Assist the Finance department in the completion of tasks related to pupil grants (school meals)
- Administration and processing of the '30 hours free' for Nursery pupils
- Create reports from SIMs and liaise with Cool Milk to order milk for Under 5's, compare the delivery with submitted figures and update these to the Government Scheme

Admissions

- Use MIS to support the process of registering and managing admissions across all phases ensuring all information held in the MIS is accurate
- Co-ordinate In-Year admissions for Reception to Year 11, process and liaise with the Local Authority regularly
- Co-ordinate Nursery main round admissions and organise open days, home visits, start dates and collate all necessary paperwork
- Maintaining the waiting list for Nursery pupils and making offers when vacancies arise
- Liaison with SaFE Workers regarding in-year admissions
- Contact schools to obtain CTF files
- Assist in the assessment of new arrivals

Transition

- Main Round Transition for Reception pupils – keep lists up to date from the Local Authority, organise induction day, home visits, start dates and collate all necessary paperwork
- Main Round Transition for Year 7 pupils – keep up to date lists, assist with transition events, letter communication with parents, tours of the Academy when requested. Keep transition team up to date with pupil lists for when they visit schools and collate information from schools on all pupils. Receive pupil files from Primary Schools and log and check for any SEND or Safeguarding paperwork

Admissions with Additional Needs

- Liaise with other teams Safeguarding/SEND/EAL in the school to ensure that new admissions are provided with the best available levels of support.
- Support in the production of case files for pupils with additional needs to ensure that they are completed in a timely manner
- Support in the collection of data from MIS, teachers, parents and students for annual reviews
- Attend meetings as required to provide support

Other

- To safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct
- In the absence of the Cover Administrator maintain the Cover Diary, arrange cover for absent teaching staff's classes, liaise with supply agencies, meet and greet new supply staff and provide support and in cases of emergency wait with the class until a cover teacher can be found
- Complete weekly duties to support the smooth running and organisation of the Academy day
- Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place
- Any other reasonable ad hoc works, administration or services required

Terms & Conditions

This role is to work 36 hours per week on a term time only+ basis working normal term times plus Professional Development days in addition to the pre-results days, and results days in August of each year (normally the last 2 weeks of August). The hours of work are generally Monday to Friday from 7.30am until 3.30pm.