

POST TITLE: Data Administrator & System Management Support	GRADE: Grade 5 – SCP 11-15
RESPONSIBLE TO: Headteacher's PA and Office Manager	

Responsible for: No direct reports

Purpose of role:

Working as part of a team to deliver a professional, efficient and proactive administrative and data support service to teaching staff, including Team Leaders and SLT.

Main Accountabilities:

- To work alongside SLT, producing Student Reports/assessment data as and when required throughout the year
- Responsibility for housekeeping and data maintenance in school management information system (Bromcom), acting as main school contact for student/parent/carers address and contact changes with regular checks to ensure data is accurate at all times.
- To be responsible for updating and maintaining the Staff Microsoft Outlook Calendar.
- To maintain an annual calendar of school events and coordinate all school events in liaison with the member of SLT in charge, eg Parents Evenings, Celebration Evening, Presentation Evening.
- To be the lead administrator for Educational Visits, working alongside the Finance & HR Administrator and Educational Visits Coordinator.
- To be the lead administrator for school transition in liaison with the member of SLT in charge.
- Effectively and efficiently communicate, in writing and verbally, with all stakeholders, including but not limited to; teachers, students and parents and carers
- To carry out a range of administrative duties including, filing, photocopying, typing, proof reading including any other duties assigned by the Office Manager.
- To establish and maintain good relationships with students, parents & carers, colleagues and any other stakeholders.
- To ensure FSM information is uploaded accurately to Bromcom and deal with any related parental enquiries.
- Support the Head's PA with new staff inductions, responsible for organising Identity Photographs and Badges. In liaison with SLT and Team Leaders, ensure necessary induction paperwork is completed to Futura deadlines.
- Responsibility for website maintenance and along with other school staff, uploading school event information to social media.
- To organise and process student photographs throughout the year. Liaising directly with the photography company and member of SLT in charge.

Other

- To provide additional administrative support for attendance, as required by the Assistant Head.
- To evaluate your own practice and take responsibility for your own personal development.
- To attend training sessions and meetings as required.
- To ensure compliance with the school's Data Protection, Health & Safety and Safeguarding Children's policies.

- To handle confidential information correctly
- To undertake administrative/whole school/reception duties as and when required.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issues/concerns.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in “The Futura Way”.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification	Essential (E) or Desirable (D)
Education/Qualifications	
5 GCSE passes at grade C or above or equivalent, including Math's and English	E
Good ICT Skills	E
NVQ level 3 in Business Administration or equivalent qualifications or relevant experience	E
Experience	
Practical experience of working within an office environment	E
Experience of administration in a School, Academy or Education setting	D
Experience of providing support to senior management	D
Experience of data management / day to day maintenance of management information systems (e.g BROMCOM)	D

Behaviours	
Able to demonstrate Futura values and how to live them in the workplace	E
A pro-active, self starter with professional integrity	E
High performer who is adaptable, flexible and dynamic	E
Committed to continuous professional development	E
Committed to a collaborative team approach	E
Skills	
Strong organisation, prioritisation and time management skills	E
Excellent numerical, analytical ,written and verbal communication skills	E
Critical attention to detail	E
Proven ability to work in a fast-paced environment	E
Ability to work collaboratively, supporting other colleagues to achieve team objectives	E
Effective interpersonal skills to consult with peers and senior managers	D
Self-motivated and pro-active in managing your own workload, functioning effectively under pressure to deliver work to deadlines and to a high quality standard	E
An understanding of the importance of confidentiality and GDPR	E
Proficient in the use of Excel, Word, Outlook Calendar and education systems e.g. BROMCOM	D