

JOB DESCRIPTION

JOB TITLE	Data & Admissions Administrator
SCHOOL LOCATION	Foxford Community School
GRADE	Grade 4 – £25,183 - £28,624 FTE Pro rata £22,973 - £26,112 based on 37 hours per week for 41 weeks per year
HOURS	Full time (37 hours per week) or part time hours considered with a minimum of 25 hours per week Term time only plus 2 weeks during the summer holiday

Job Purpose:

To support the school in collecting, inputting and maintaining academic, student and personnel data. To produce high quality reports and spreadsheets.

Duties and Responsibilities:

Data Systems:

- To analyse and present educational data to help inform school improvement.
- To collect, input and maintain students' academic and pastoral data on the Arbor database on a day to day basis, ensuring that data is accurate and complete, supporting all aspects of learning and teaching.
- To produce weekly reports regarding attendance and behaviour.
- To produce reports for the graduation process.
- To facilitate the production of data and assessment reports as required for the school.
- To support with the production of reports to parents to an excellent standard
- To help quality assure reports and inform the relevant member of the assessment team of any anomalies.
- To liaise with Faculty and Year Leaders on missing information and supporting with deadlines.
- To meet Trust staff needs with regards to student data and whole school data.
- To produce assessment spreadsheets for staff as necessary to facilitate their work on student monitoring.
- To take an agreed lead for monitoring student information held on Arbor and ensuring data is accurate and complete, working to agreed data-checking schedules.
- To support the process for ensuring the overall quality and professionalism of school reports going home to parents by;
 - Using Arbor to create and manage mark sheets for the collection of assessment and recording data according to an agreed criteria
 - Liaising with staff to ensure deadlines are met, chasing up late or missing assessment information according to agreed deadlines
 - Inputting data into a range of systems as necessary
 - Supporting with the final printing and distribution of students 'ATL' reports and termly/annual reports to the required standard
- Ensure a common team approach and work to improve the overall quality and accuracy of the information held on Arbor and produced in assessment spreadsheets.
- Actively pursue the collection and dissemination of good quality, accurate data with due regard to data protection, confidentiality and school protocols to support all staff.

Admissions and Appeals:

Oversee the admissions process for the school, from first enquiry to student registration.

- Liaising with the Local Authority on admission numbers and waiting lists.
- Arranging admissions meetings.
- Maintaining admissions files
- Ensure students records are accurate and up to date in the school database, chasing any missing information
- Chasing and receiving application information
- Sharing admissions information with staff
- Oversee the appeals process, liaising with the Local Authority
- Through regular communication with the SLT Lead for timetabling, keep up to date with availability of subject options and any curriculum changes that may affect the admissions process.
- Keep the SLT Lead for Admissions and appeals up to date with matters concerning admissions and appeals
- Ensure all documentation is produced to a high standard in line with the Trust brand.

General:

- Treat with confidentiality any personal, private or sensitive information received.
- Carry out other duties as may reasonably be required from time to time to meet the evolving nature of the Trust.
- Carry out the duties of the post with due regard to the Trust's equal opportunities policy, safeguarding, prevent, data protection, finance and health and safety procedures and other staff policies and procedures.
- To be accountable for promoting and safeguarding the welfare of students responsible for or in contact with.
- To assist with the Examinations Manager as required including exam invigilation and setting up examination rooms.
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
- Attend and participate in relevant meetings as required.
- Any other duties and responsibilities within the range of the salary grade.
- To act as a first aider when required.
- To be available for reception cover, as and when needed.

Post holder reports to: Sixth Form and Data Administrator

Special Requirements:

Safeguarding

Staff are accountable for the way in which they exercise authority, manage risk, use resources, and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm. When an individual accepts a role that involves working with children and young people, they need to understand and acknowledge that the responsibilities and trust are inherent to that role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed to the headteacher by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of a relevant conviction caution or reprimand, may be managed in accordance with the Trust's disciplinary procedure.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances. Which must be observed.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.

Equality and Diversity

The Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they meet, with dignity and respect, and are entitled to expect this in return.

Training

The Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description may be subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing post holder and will be commensurate with the grade for the job. The post holder is expected to comply with any reasonable management requests.

Copies of all relevant policies are available through the post holder's line manager and the Trust HR team

PERSON SPECIFICATION

ATTRIBUTES	JOB REQUIREMENTS	Essential/ Desirable	Measurement
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Databases and spreadsheets. • Knowledge of relevant policies/codes of practice and understanding of relevant legislation/employment law • Computerised packages e.g. Microsoft Word, Excel, Outlook etc 	E D E	A, I, R A, I, R A, I
SKILLS	<ul style="list-style-type: none"> • Effective written and verbal (in person or by telephone) communication skills in order to work with, and relate to, all stakeholders of the Trust at all levels to understand and resolve questions or issues raised, and to interpret and advise on information. • Use of numeracy skills to undertake tasks in connection with spreadsheets, metrics, reports. • Good literacy skills in order to provide the required level of support to relevant stakeholders. • Organisational and time management skills to multi-task, provide the necessary support to relevant stakeholders, managing a number of priorities • IT skills to make efficient use of equipment in school and create accurate documentation to agreed deadlines • Methodical and accurate approach to work including when under pressure 	E E E E E E	A, I, R A, I, R A, I A, I, R A, I, R A, I, R
ABILITIES and QUALITIES	<ul style="list-style-type: none"> • Relate well to stakeholders at all levels • Demonstrate excellent IT skills • Work individually and in a supportive team environment • Handle confidential information correctly and to act with discretion, tact and diplomacy • Prioritise workload to meet agreed deadlines • Be flexible, use initiative, and remain calm and focused during times of pressure • Analyse situations and information and make sound, qualified decisions • Build effective working relationships with colleagues at all levels • Excellent customer service skills with the ability to respond quickly as circumstances dictate • Be able to interpret and follow procedures and pay close attention to detail • Be reliable and punctual • A commitment to Trust values and ethos 	E E E E E E D E E E E	A, I, R A, I, R A, I, R A, I, R A, I, R A, I, R A, I, R A, I, R A, I, R A, I, R A, I, R
EDUCATIONAL ACHIEVEMENTS	<ul style="list-style-type: none"> • Excellent literacy and numeracy skills with minimum of Grade C at GCSE in English and Maths, or equivalent • Educated to A Level or equivalent • Evidence of continuous professional development and training 	E D E	A, I A A
EXPERIENCE	<ul style="list-style-type: none"> • Working in an admin position • Preparing and presenting reports (both statistical and narrative) • Working in the school sector 	E E D	A, I, R A, I, R A, I, R

ATTRIBUTES	JOB REQUIREMENTS	Essential/ Desirable	Measur ement
SAFEGUARDING	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children as appropriate to the nature of the role which may include:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline 	E	I

A- Application Form, I – Interview, R- Reference