



Data and Admissions Manager Application Pack

Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

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Data and Admissions Manager

Start Date: 1st September 2023

Permanent, Full time, 37 hours a week, start time between 8 and 9am, finish time between 3.30 to 4.30pm (depending on start time/includes a half hour unpaid break). Monday to Thursday with a half hour earlier finish on Fridays, term time only plus 7 days (which includes two INSET days)

Actual salary £29,850 - £33,120pa depending on experience (pay award pending)

Do you have experience of and enjoy working in an environment where management information systems and Excel are used to provide high quality data management, and analysis? We are looking for someone to track the achievement and progress of all our students in school. You would also manage the schools Admissions Policy liaising with parents and carers to secure our Pupil Admission Numbers both via the In-Year transfers (Year 7 to 11) process and managing the new Year 7 admissions process.

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1500 students of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We offer a friendly and harmonious campus, and we support the physical and mental wellbeing of all our staff. Discounted membership is available for the use of a fully equipped and well-maintained gym on-site. All staff have access to an employee advice programme which offers information, resources, and a counselling service. We reward long service and encourage community spirit through various social events including a Christmas party, sports after school and various House competitions. Parking is free, as are tea, coffee, and edible treats to help you through the week! Our Senior Leadership team recognises the value of our support staff attending whole school training, job specific training and opportunities to learn about students they may be supporting, hence our commitment to their attendance on our September INSET day and one other INSET day during the academic year. A free lunch is also provided giving staff the chance to welcome new members of staff and share news and ideas.

If you have strong organisational and time management skills, can work under pressure to meet important deadlines, and have an excellent understanding of MIS and Excel we would love to hear from you.

For further information about this role and in order to complete a **Support Staff Application Form** please refer to our school website www.furzeplatt.com. Application forms should be returned to **Kiran.smith@furzeplatt.net**. Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Closing date: Thursday 22nd June
Interviews will take place: as soon as is practicable

Data & Admissions Manager

Job Description: Data & Admissions Manager

Line Manager:	Assistant Headteacher (Data)
Line Manager for:	Data & Admissions Administrator
Main Purpose of Role:	To secure outstanding achievement and progress of all students by securing excellent systems for data management and tracking students across KS3, KS4 and KS5. To manage the Admissions Policy securing our Pupil Admission Number (PAN).

Main Responsibilities:

1. Advise on and undertake the efficient design, review, development, maintenance and security of the school's information management system including but not limited to: SIMS, and Go4Schools, ClassCharts and make recommendations to the Assistant Headteacher (Data) as and when improvements should be considered.
2. To be accountable for the data provided to a range of stakeholders and audiences making sure that data is accurate and presented to meet stakeholders' needs.
3. Be responsible for and liaise with other members of staff in the preparation and completion of appropriate returns of information to the LA and Government and other statutory bodies, and management the processing of information returned.
4. To prepare statutory and non-statutory returns and conduct end of year procedures for a range of external bodies and agencies.
5. To oversee the processing and analysis of exam results and assessment data, including work during the summer holiday to produce accurate student performance analysis information ready for the beginning of the Autumn Term.
6. Provide management information, student statistics and data analysis, including the annual full Achievement & Standards report to the Leadership Group, the Governing Body and teaching staff, as appropriate, using the above systems.
7. Support and train members of staff at different levels in their use of MIS and to improve engagement and accuracy of use.
8. Oversee, advise and assist with the data quality checking processes in all management information systems.
9. In consultation with the relevant staff develop the school's administration in accordance with the information requirements of the school, LA and government agencies.
10. Set up the start of year data within Go4Schools in a timely and accurate manner.
11. Liaise with the school's ICT Network Manager regarding installing and upgrading of data management software.
12. Acting as a key contact for the Sixth Form team to enable them to meet their objectives.
13. Have an understanding and ensure the school complies with the requirements of the General Data Protection Regulation and carry out work in accordance with these requirements.
14. In consultation with the Assistant Headteacher (Data), develop monitoring systems in accordance with the School Improvement Plan.
15. To keep informed and abreast of developments in data management and accountability measures in relation to an educational environment and make recommendations to the Assistant Headteacher (Data) accordingly.
16. To lead on and project manage, as required, any revisions to the school's systems and procedures for the management of information.
17. To develop and implement, where appropriate, bespoke systems for the collation, recording and reporting of data in line with the needs of the school and Sixth Form
18. To develop partnerships with stakeholders and other schools Data Managers to help deliver improved data systems for the school.
19. To work with the relevant staff members to manage the Year 7 admissions process including maintaining and upgrading the administration to ensure compliance, liaising with staff, parents/carers, the Borough and new students, data input in SIMS, admitting students on their first day at school and any subsequent timetable changes.
20. To oversee the management of In-Year transfers (Year 7 to 11) including checking curriculum possibilities/issues, data input in SIMS (School Information Management System) and communication with staff, parents/carers and new students.

21. To attend RBWM Seminars and any other relevant training to maintain knowledge and liaise with other Data and Admissions Managers. 22. To support and assist with other functions, such as (list is not exhaustive) <ul style="list-style-type: none"> - Parent evening set up; - Non academic data analysis and reporting - End of Term Assembly data; - Timetabling (production and printing) for Years 7 – 11 at the start of the academic year and throughout; - Attendance of the Senior Business Team meetings. 	
OTHER 1. Carry out staff appraisal of the Data Administrator.	
This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.	
Name:	Signature:
Date:	

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Data & Admissions Manager

Person Specification: Data & Admissions Manager

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 5 good GCSEs including English & Maths at Grade C or above (or equivalent). Advanced Microsoft Office skills, particularly Excel and Word. Business Administration Qualification. Eligible to work in the UK. 	✓ ✓ ✓	 ✓	Application form
Experience of: <ol style="list-style-type: none"> Experience of working in a Management Information Systems environment providing high quality data management, analysis and developing administrative strategies. Establishing and maintaining effective working relationships at <u>all levels</u> in an organisation. Working with children or young people in an educational environment. Working in a pressurised environment with competing deadlines. 	✓ ✓ ✓	 ✓	Application form and interview
Behaviours, Skills and Strengths: <ol style="list-style-type: none"> Familiar with and able to understand, develop and maintain Management Information Systems. Excellent communication skills (written and verbal) and the ability to listen and communicate confidently, effectively and sensitively at all levels within and outside of the organisation. Strong organisational and time-management skills. Able to work under pressure, prioritise, meet deadlines and be decisive in a busy school environment. Excellent attention to detail skills particularly in relation to ensuring high quality data output and analysis. Able to maintain a high level of confidentiality. Able to work independently and use own initiative but also be an effective team player. Able to demonstrate high levels of honesty and integrity at all times. Able to delegate ownership of appropriate tasks to direct reports and be supportive as and when required. Ability to use IT systems including databases & MSOffice products. An ability to adapt and be flexible to ever changing demands. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Application form and interview
Other: <ol style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. 	✓ ✓		DBS Process References