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**Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records.**

Signed .....

Name .....  
(in capitals)

Date .....

**Post Title:** Data and Admissions Manager

**Grade:** Bucks Pay Range 4 pro rata (actual salary £17,827 – £19,287 pa; £25,216 - £27,281 pa full-time equivalent)

**Hours:** 30 hours per week over 5 days (9am to 3.00pm), 40 weeks per year (38 weeks term-time, 5 Inset days, plus 5 days during the summer holiday to cover A Level and GCSE exam results)

**Responsible to:** Assistant Headteacher (School Improvement) - Data  
Headteacher - Admissions

**Job Purpose:** To develop and maintain the School's various systems for data collection and storage and to provide support for the appropriate retrieval and analysis of this information.

Responsibility for the admission and leaving processes of all students to the school

**To work as a member of the school's Administration Team in accordance with the following:**

## MAIN DUTIES

**Data - support the Assistant Headteacher (School Improvement) by:**

### The Cottesloe School

📍 Aylesbury Road, Wing, Leighton Buzzard,  
Beds, LU7 0NY  
☎ 01296 688264  
🌐 [www.cottesloe.bucks.sch.uk](http://www.cottesloe.bucks.sch.uk)  
✉ [office@cottesloe.bucks.sch.uk](mailto:office@cottesloe.bucks.sch.uk)  
Headteacher Mr S Jones, MA

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- Developing and maintaining, as necessary, all aspects of the School's systems for data collection and analysis.
- Becoming expert in the use of data information systems adopted by, or supplied to, the School.
- Providing staff with the skills to access the data available (this will involve group and individual training) and relevant documentation.
- Notifying and reminding colleagues about the data collection periods.
- Taking responsibility for the accuracy of the data teachers input into the school's MIS (Go4Schools).
- Having responsibility for maintaining the management information systems relating to updates and staff access.
- Working with the Deputy Headteacher (Curriculum) to input and maintain the timetable throughout the year.
- Working with the Assistant Headteacher (Sixth Form) to ensure staff have access to analytical data relating to student targets and progress.
- Managing the production of reports on the progress and attainment of all students and distributing the correct data with analysis to appropriate stakeholders including reports to parents/carers, staff, the Leadership Team and Governors.
- Responding to ad hoc report requests.
- Ensuring the Year 7 intake's Key Stage 2 and NFER data is complete and accurate.
- Maintaining a comprehensive record of the School's yearly examination results with accompanying target setting information and analysis of student achievement.
- Administering the school student census and school workforce census in the absence of the Assistant Business and Finance Manager.
- Providing cover during absence for the Office Manager to include all and any such duties consistent with the effective management of cover for absent teaching staff including:
  - Arranging cover for absent classroom staff.
  - Monitoring and recording room closures and making cover arrangements.
  - Responsibility to book and record supply staff booking, with regard to budgetary constraints.
  - Ensuring daily information is available to all staff and that suitable work etc. is provided and that appropriate supervision is provided to students at all time to minimise disruption to their learning.

**Admissions – support the Headteacher by:**

- Administering the new Year 7 intake and casual admissions to the School.
- Booking Bucks Council Open Event dates as per Headteacher's instructions and oversee preparation of the School prospectus in time for the Open Events in October. Attend the

Open Evening as Admissions Officer to answer queries.

- Liaising with Bucks Council regarding the new Year 7 intake. Working with the Head of Year 7, keep allocation information up-to-date using an Excel spreadsheet.
- Liaising with 30+ feeder schools and organise the timetable for visits to current Year 6 students due to transfer in September. Update the allocation spreadsheet following the visits and the completion of the Transfer Forms.
- Working with the Head of Year 7 and Transition Co-Ordinator to produce paperwork for the Induction Day events for new Year 7 students and the Welcome Evening for parents in July.
- Liaising with Bucks Council regarding casual admission applications to the School and arrange meetings between parents and the school where a place can be offered. Produce the student's timetable after discussion with the Headteacher and Head of Year. Maintain the school's admissions waiting list.
- Ensuring all new students are admitted to the School via the School's MIS database (SIMS) and arrange for student files and CTFs to be forwarded.
- Adhering to the School Admissions Code at all times.
- Updating Admissions Policies (Years 7-11 and Sixth Form) on an annual basis.
- Producing paperwork for Appeals.
- Processing student leavers from the School ensuring students are not removed from the School roll until their new school is confirmed, liaising with the School's Attendance Officer and Bucks Council Children Missing Education as required. Ensure student files are forwarded to the new school once attendance is confirmed, including any Child Protection files.

**Support members of the Administration Team by:**

- Maintaining accurate and up-to-date student records using the school's student database and filing systems.
- Providing cover for support staff as required.

**Being committed to one's own professional development, undertaking such training as is needed to perform the post effectively.**

**Undertake such other duties/responsibilities as may from time to time be reasonably required.**

### **PERSON SPECIFICATION**

This acts as selection criteria and gives an outline of the type of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give specific examples to demonstrate how you match the requirements of the post.

1 = Application form   2 = Interview   3 = Test and/or Reference   4 = Proof of qualification

	<b>Essential</b>	<b>Desirable</b>	<b>How Measured</b>
<b>QUALIFICATIONS/TRAINING:</b>			
Grade C in English and Maths at GCSE or equivalent	✓		1, 4
Educated to A Level or equivalent		✓	1, 4
High standard of written and spoken English	✓		1, 2
Evidence of continuing professional development		✓	1
<b>SKILLS AND COMPETENCIES:</b>			
ICT literate, particularly ability to use and manipulate spreadsheets	✓		1, 2, 3
Pro-active and friendly manner with the ability to create positive working relationships	✓		1, 2, 3
Ability to work, at times, under pressure	✓		1, 2, 3
Flexible and 'can do' attitude to managing busy workload	✓		1, 2, 3
Ability to work as part of a team	✓		1, 2, 3
Excellent attention to detail	✓		1, 2, 3
Ability to organise and prioritise work effectively to meet deadlines	✓		1, 2, 3
<b>EXPERIENCE:</b>			
Data analysis	✓		1, 2, 3
Knowledge of MIS software (Go4Schools, SIMS, FFT, SISRA)	✓		1, 2, 3
Working with young people		✓	1, 2, 3

The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.

The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.

The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.

The postholder will be required to undergo criminal, teacher status, qualification, medical and reference checks as part of the recruitment process and must be willing to participate in further training as the job requires. All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.

This job description and person specification sets out the duties of the post at the time it was drawn up. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.