



Job Description

Data & Admissions Officer

Post Details

Salary: SCP 16 (£28,282 FTE - £14,989 Basic)

Location: ESUK, Culham, Oxfordshire

Contract type: Part-time (22.5 hours per week), term time plus 4 weeks, at least (3 weeks during the summer*) 0.53 of FTE

Reporting to: Data Manager & SLT

Start date: March 2024

Europa School UK

Europa School specialises in languages and offers a multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme (DP). The primary school is bilingual, lower secondary students follow the International Baccalaureate Middle Years Programme (MYP), with students sitting MYP e-Assessments at the end of S5 (year 11). Europa School is an all-through free school of students aged 4 to 19

Job Description

The data and admissions officer is a key member of the school administration team and involved in all areas of the school. As the Data and Admissions Officer, you will work with the Senior Leadership Team and Data Manager to coordinate the admissions process and maintain pupil records on the MIS ensuring Europa complies with statutory returns.

*The 4 weeks additional hours must include two weeks at the start of the Summer break, and one week before the start of term in September.

Main responsibilities:

- Organise and/or support and attend open evenings & parental tours in collaboration with the Deputy Heads of Primary & Secondary.
- Liaise with the School Development Manager in the creation and distribution of publicity materials.
- Communicate with key stakeholders including parents and the admissions team from OCC
- Ensure that all administration relating to school admissions is undertaken efficiently and appropriately and that all pupil records are up-to-date electronically and in files.
- Ensure the induction of all new students is well planned, appropriately documented and liaise with the appropriate pastoral staff.
- Manage the data input, output and integrity within the MIS including admissions/leavers, exclusions and student details including pupil premium and eligibility for free school meals.



- Ensure all members of staff are provided with readily accessible pupil data to perform their roles effectively.
- Ensure all records are fully entered and on the schoolbase and all information held is accurate and reliable, with corrective action taken where there are gaps.
- Hold spreadsheets of data for incoming pupils and update as required.
- Review incoming pupil files prior to start date and upload key information to MIS.
- Support the Data Manager to keep the MIS up to date, including:
 - Maintenance of the MIS systems (currently SchoolBase and ManageBac)
 - Importing the timetable into the MIS and making changes
 - Census returns
- Assessment data returns and registration
- System administration for the Google for Education platform
- Management and integration of various software
- Responsible for the parental reports (set up and distribution)
- Supporting teachers patiently with a wide range of questions and issues
- Giving training sessions for the teachers on the MIS and platforms
- Responsible for distance learning: organisation, training, setup
- Target-setting, monitoring, analysis, evaluation, and intervention data
- Working with the additional needs provision including access arrangements, social, emotional behavioural, EAL and G&T data
- To monitor the academic performance of the students through teacher assessments, and internal and external data sources
- Manage accurate attendance details for all students implementing strategies as appropriate for improving overall and individual attendance figures.
- Website maintenance (WordPress)
- Regular Data requirements e.g. FSM vouchers
- information kept is complete, accurate and confidential and complies with relevant data protection regulations.

Other:

- Actively promote the safety and welfare of our young people.
- Ensure compliance with data protection rules and procedures.
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy

Person Specification

The ideal candidate will be a dynamic, highly organised individual with administrative experience, preferably in the education sector and an ability to think creatively.

Experience and Skills

- Experience of running effective administrative systems, preferably in a school environment
- Experience of successful team/ partnership work



- High level of skill with both Microsoft Office and Google Products e.g. Excel and Google Sheets

Personal Attributes

- Well organised and methodical, with a high degree of attention to detail.
- Self-motivated and resourceful; confident approach to work, enthusiastic and able to plan and undertake work with limited direct supervision.
- Willing to be flexible and hands-on; able to thrive in a small team.
- Ability to engage both staff and parents to co-operate when they have many competing demands on their time
- Quick learner
- Patience
- Ability to identify new opportunities for the school and make creative suggestions.



For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: applications@europaschool.uk

Deadline: See website

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.