



Job Description: Data and Admissions Officer

Reports to: Data Manager

Start date: As soon as possible

Contract: Permanent, All year around

Salary: £23,427- £27,021 (Grade 5)

Hours: 8am to 5pm

The Role

To provide comprehensive administrative support to the Data Manager. You will be required to maintain up to date records of student and assessment details, ensuring that the information kept is both accurate and confidential.

Key Responsibilities

- To support Data Manager on data input, output and data integrity within the Academy's MIS system; including attendance data, reporting, staff details; support of data required by exam officer; Census returns; admissions/leavers, exclusion, timetabling, student details, parent details, assessment records and systems; Special education needs, free school meals and timetabling
- Work closely with the Data Manager to process student data to provide statistical reports and analysis
- Ensure all school-based pupil assessment data is up to date and produce reports as necessary
- To populate pre-planned data sheets, save data and ensure an accurate back up process is secure
- Provide comparisons of school, subject, student group, and individual student assessment, trial and formal examination performance against corresponding relevant data
- Be comfortable using assorted software tools to manipulate large and complex data sets to extract relevant information, through use of relevant software such as Excel/MIS
- Provide other data and analysis, as requested by teaching staff, ALT, and other Senior Leaders in a format that is easily accessible
- Design report templates that reflect the Academy priorities to ensure that all stakeholders are communicated effectively regarding academic progress and other key information e.g. attendance
- To support the options process by providing leaders with relevant analysis
- Support the creation of the timetable with the Curriculum leads
- Provide timetable models for the options process in conjunction with Curriculum leads
- Assist Data Manager with cover during the academy day
- To work with the Business Support Team when the need arises in order to meet the needs of relevant teams and individuals in the Academy
- To assist and support the student services department with student attendance
- To manage the administration around permanent, internal and fixed term exclusions to include re-integration meetings, liaising with LEA, sending exclusion analysis to relevant staff
- To assist with any other data packages and analysis as required
- To work closely with the Student Services Office Manager to ensure the admission process is run smoothly and effectively.

Other

- To populate the administration planning calendar with relevant events and deadlines
- Carry out other reasonable tasks as directed by the Executive Principal and ALT
- To carry out first aid duties, if required
- To undertake fire marshal duties, if required
- To undertake exam invigilation duties, if required
- To undertake lunch till duties, if required
- To undertake morning and afternoon playground duties, if required
- To be willing to undertake appropriate training in line with contractual duties
- To be flexible in regard to working hours
- Attend and support out of hours' academy events e.g. summer fair, parents' evenings
- This job description is subject to change with the agreement of the post holder



Person Specification: Data and Admissions Officer

Qualification Criteria

- Right to work in UK
- Maths and English GCSE at grade C or above

Experience

- Experience of working in a school or further education setting (Desirable)
- Experience of running effective administrative, clerical, ideally within a school setting (Desirable)

Personal characteristics

- Genuine passion and a belief in the potential of every pupil
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgment, especially relating to confidentiality and discretion
- Excellent interpersonal skills with children and adults

Specific skills

- Excellent numeracy skills
- Willing and able to learn and operate new IT systems and databases
- Understands the importance of confidentiality and discretion
- High level of proficiency with Microsoft Office
- Able to write clearly and concisely and to produce and maintain documents and systems.
- Able to manage several projects at once, prioritising accordingly to meet all deadlines
- Able to build relationships with a range of stakeholders and anticipate others' needs
- Excellent communication, writing and editing skills
- Excellent organisation and time-management skills

Other

- The post holder must be committed to the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined here, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.