

PUPIL ADMISSIONS & DATA OFFICER

JOB DESCRIPTION



Job Title	Pupil Admissions & Data Officer
Line Manager	Office Manager
Supervisory Responsibility	None
Pay Level / Salary	Level 4, points 8 to 12 £27,216 to £28,935 per annum (pro rata)
Hours	Monday to Friday, 37 hours per week
Contract	Permanent, Monday to Friday, Term Time plus Inset Days and an additional two weeks during school holidays

Your responsibilities as a whole school team member are:

- To promote the school's vision and ethos and contribute to the overall vision and values of the Trust.
- To share responsibility for and commitment to safeguarding and promoting the welfare of pupils
- To have the welfare and care of all pupils as a priority when carrying out your responsibilities
- To promote and use all school policies, systems and administration efficiently
- To work collaboratively and effectively with colleagues to ensure the harmonious and smooth daily running of the school
- To maintain diplomacy and confidentiality in a professional and appropriate manner
- To take part in appraisal reviews in accordance with the school's agreed policies
- Participation in the wider life of the school e.g. fundraising events, promoting positive relationships between staff and home and school.
- To take part in Continuing Professional Development (CPD) in accordance with the school's agreed policies
- To be flexible and adaptable in the responsibilities you will assume

Main purpose of the post:

- To work in partnership with the Office Manager and other key staff to ensure excellent administration for pupil admissions; including but not limited to responding to queries, assisting staff and working with external agencies and companies.
- To be responsible for the process of admissions from initial family inquiries through to Slough Borough Council (SBC) Admissions returns, ensuring and maintaining a high standard of process organisation.
- To work in partnership with senior leaders to raise the profile of the school within the community and to encourage applications through engagement with a range of stakeholders.
- To be responsible for maintaining pupil data, relevant to the role, producing reports as required, including the school census returns to the Department for Education (DFE).
- To be responsible for promoting and safeguarding the welfare of pupils and young people in line with school and trust policies and procedures.

Admissions:

- To action / process school pupil admission applications, reports to SBC, including the Reception class intake.
- To coordinate meetings, open day tours and induction days between parents, outside agencies and school staff.
- Working in partnership with the Attendance Officer to process in-year leavers and provide administrative support for Year 6 transitions.
- To be the first point of contact for enquiries regarding Pupil Admissions or Leavers.
- Appropriate updating of school information / data (electronically and hardcopy) for parents / carers e.g. school brochure and new starter packs.
- Any other administrative tasks as may be required.

Data

- Accurately record and maintain pupil information on Arbor and hardcopy records, as applicable, ensuring the information is accurate, clear, concise and maintained in a timely manner.
- Work effectively with the team to ensure pupil data maintained by others is accurate / efficient e.g. change of address, phone numbers etc.
- Responsible for all census returns to the Department for Education (DfE), annual and termly, as required.
- Ensure that Arbor information is always up to date so that census returns are accurate, providing data information such as UPN PPG, SEND, EAL and Ethnicity etc.
- Ensure that census data reports are prepared accurately, efficiently and effectively so that all returns are made in a timely manner within specific deadlines.
- Maintain all assessment data for students on the school MIS system and produce reports as required by staff/DfE submissions.
- Responsible for producing accurate, up to date information / reports and analysing data, as required by the school / trust and external organisations, such as the Department for Education (DFE) and Slough Borough Council (SBC), including but not limited to:
 - Key stage data returns
 - Phonics data
 - Pupil data recording such as photo permissions

The post holder will be expected to work in partnership with all school staff including the Senior Leadership team, parents/carers, internal and external visitors and members of The Elliot Foundation Academies Trust to provide an efficient and flexible delivery of a range of services. The post holder may be expected to undertake any other reasonable duty as directed by Senior Leadership Team including the Headteacher.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. This post is subject to Enhanced Disclosure procedures. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

Staff Member's Name: _____ Date: _____

Signature: _____

Headteacher Signature: _____ Date: _____

**PUPIL ADMISSIONS & DATA OFFICER
PERSON SPECIFICATION**

Knowledge, Skills and Experience	Essential Qualities	Desirable Qualities
A good standard of education (minimum requirement - GCSE C or above, in English and Maths or equivalent)	✓	
Experience of working in a customer focused environment	✓	
Experience of working in a school / college / university (educational setting)		✓
Knowledge of the importance of the safeguarding of children within a school setting	✓	
Knowledge and experience of school admissions processes and relevant legal frameworks		✓
Knowledge and experience of using Google suite, MIS Software or Microsoft Office Suite	✓	
Knowledge and experience of Arbor, Scholarpack, or SIMS, or similar MIS software and the ability to enter and analyse data with an attention to detail	✓	
Excellent organisational and administrative skills, with a commitment to ensure high standards at all time	✓	
The ability to work under pressure, prioritise tasks appropriately and to meet tight deadlines	✓	
Excellent interpersonal, oral and written communication skills, with the ability to remain impartial and work sensitivity, observing and maintaining confidentiality appropriately	✓	
Reliable and resilient, with the ability to be flexible and adapt to changing workloads	✓	
Ability to work independently, with self-motivation and confidence, and work effectively as part of a team	✓	
Willingness to play a part in the wider life of the school e.g. school community events and Elliot Foundation Academies Trust events	✓	
Willingness to undertake first aid training	✓	
A willingness to engage in further continuing professional development (CPD); to undertake relevant training and keep knowledge up to date	✓	