

Pupil Data, Admissions, Parent Communications and Social Media Officer

Job Description

Job Title	Pupil Data, Admissions, Parent Communications and Social Media Officer
Line Manager	Office Manager
Supervisory Responsibility	None
Pay Level / Salary	Level 5, points from 13 to 23 £30,328 to £35,697 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 four weeks during school holidays / closure

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 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 office 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 school lunch information is easily accessible and accurate on all communications
- 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.
- Analyse data and provide reports, as required, ensuring the information is relevant, accurate and provided in a timely manner.

- 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

Admissions Duties:

- 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 SLT.
- 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.
- Pupil data recording such as photo permissions.
- Pupil data FSM, PP and languages.

Parent & Community Communication Duties:

- Parent Mail / Parent Pay.
- Newsletters and Staff Briefings .
- Social Media.
- PTA link.
- School website.
- Parent Forums.
- Parent social groups.
- Parent workshops.
- Parent Drop-ins.
- School lunch liaison
- Parent / Carer Consultations.
- Concerns or complaints.

Admin Duties:

- Provide timely and effective secretarial and administrative support to the Headteacher and SLT members.
- Act as Clerk to the School Council to ensure timely and effective support by attending and minuting all meetings and providing general support to ensure the effective conduct of their roles, working under the guidance of the Trust Governance team.
- Ensure the effective operation of the Headteacher's personal office to ensure the efficient discharge of functions to the Trust, Councillors, staff and parents / carers, including hospitality arrangements and management of the Headteacher' s diary.
- Maintaining good professional relationships with staff, parents, councillors, and external agencies / representatives in order to promote the objectives of the School and Trust.

- Administrative duties included, but are not limited, to actioning clear informative weekly briefings to staff, diary management, responding appropriately to mail, ensuring a high standard of brochures and other documentation are updated as required, meeting agendas and supporting documentation are circulated to appropriate parties in a timely manner; action points following meetings are addressed appropriately.
- To support SLT and liaise with the relevant staff to action initiatives and / or specific work areas, as directed by the Headteacher.
- Clear communication with the Trust legal services, as required.
- GDPR / data protection compliance is adhered to at all times in accordance with Trust / school policy and practice.
- Complaints, Freedom of information and data requests are dealt with appropriately according to policy and guidance.
- At peak times, coordinate the work of any colleagues that might assist with the PA duties.
- Any other duties relevant to the post.

Website and Social Media Duties:

- Ensure the school social media eg Instagram, facebook and website information / branding is accurate, cohesive, inspirational, fit for purpose and maintained appropriately, meeting SLT requirements.

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: _____

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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)	✓	
Further education qualification NVQ Level 3 or above (or equivalent)		✓
Knowledge of the importance of the safeguarding of children within a school setting, and a commitment to our values.	✓	
Experience providing efficient, administrative support to a line manager or team, in a busy office environment.	✓	
Experience of working in an educational establishment, e.g. a school, college or university		✓
A good understanding and experience of using MIS communications, with the ability to promote school / trust events and other information to our parents and the wider community.	✓	
Knowledge and experience of using Google suite and MIS Software (such as Arbor, Scholarpack, SIMS, Parent Pay) and the ability to maintain and analyse data with an attention to detail.	✓	
Ability to ensure the school social media information / branding is cohesive, inspirational, fit for purpose and maintained appropriately, meeting statutory and Trust requirements.	✓	
A good understanding of GDPR / data protection, and the ability to remain impartial and work sensitivity, observing and maintaining confidentiality appropriately.	✓	
Excellent organisational, interpersonal and communication skills, with a commitment to ensure high standards at all times.	✓	
The ability to work under pressure, prioritise tasks appropriately and to meet tight deadlines in a fast paced environment.	✓	
Flexible and creative attitude to problem solving	✓	
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	✓	
A willingness to engage in further continuing professional development (CPD); to undertake relevant training and keep knowledge up to date	✓	