

JOB TITLE: School Admissions and Data Manager

NORMAL LOCATION: Silverstone UTC, Silverstone Circuit.

SCALE & SALARY RANGE: £24,920 – £27,514 FTE

HOURS OF WORK: 9am – 5pm, 52 weeks per year

Term time only may also be considered.

RESPONSIBLE TO: Business Manager

OVERALL PURPOSE OF JOB

To manage/develop the SIMS system to meet the needs of the school. To provide summary reports to UTC Executive Team/Middle Leaders on attainment and progress indicators. Provide accurate and timely progress reports to all students, staff and parents according to school calendar. To ensure data can be accessed easily to support academic progress of all students. To be responsible for all matters relating to School Admissions.

DUTIES AND RESPONSIBILITIES

- Write and amend reports to provide data required for SIMS System.
- Produce templates, aspects and marksheets entry screens for teachers to enter data.
- Communicate to staff deadlines for reports.
- Co-ordinate and produce reports for the whole school.
- Track and monitor completion of student reports.
- Proof read and check data and reports.
- Produce statistical analysis of student progress according to School Policy and needs.
- To review the effectiveness of reporting and exam analysis.
- Collation of Assessment Data for KS4 and KS5 5.
- Per reporting period (8 weeks) provide an analysis of progress of students against their targets and projections.
- To ensure all data is correct and accurate.
- Use word processing, MIS database packages and other external curriculum analytical tools.

- Manage the recording and reporting of assessment data and provide statistical returns to SLT and staff, as well as providing examination results analysis.
- To maintain details of the new admissions into Year 10 and Year 12.
- To ensure effective communication is maintained with the parents and students to ensure a smooth transition into the UTC.
- To produce the Year 10 and Year 12 admissions packs ensuring all essential information is included.
- To ensure that student files are requested from previous schools including an electronic file prior to the student being admitted.
- To ensure that a free School Meals entitlement check is undertaken for all admissions to the UTC.
- To produce weekly on/off roll information to the local authority.
- To be responsible for the administration of student leavers including contacting new schools and forwarding relevant files.
- Assist whenever time allows with any administrative tasks necessary, particularly during examination periods.
- Undertake such other duties as may be required by Principal or Business Manager.

General duties applicable to all staff employed at the School:

Duty		Description
A	School policies	To undertake all duties and responsibilities in accordance with UTC policies, including Equal Opportunities; Data Protection; Health & Safety; Child & Vulnerable Adult Protection; and Quality and Financial regulations. To report any concerns to the appropriate person.
B	Training and professional development	To take full responsibility for personal professional development and training.
C	Performance appraisal	To participate in the UTC Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to update skills and meet the requirements of the UTC and Departmental Strategic Plans.
D	Flexibility	To undertake such other duties as may reasonably be required, commensurate with grade, at place of work.
E	Probationary period	The post holder should be able to do the job competently after 6 months.
<p>This is a description of the job as it is at presently constituted.</p> <p>It is the practice of the UTC to periodically examine employees' job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by the manager and those working directly to him/her. You are expected to participate fully in such discussion and, in connection with them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your line manager. It is the UTC's aim to reach agreement on reasonable changes, but if agreement is not possible the UTC reserves the right to insist on changes to your job description after consultation with you.</p>		

PERSON SPECIFICATION:

Criteria	Essential	Desirable
Education and Qualifications	<p>Good Standard of A Level or equivalent qualifications or relevant work experience.</p> <p>Willingness to undertake further work related training.</p>	Degree in a relevant subject.
Experience and knowledge	<p>Willingness to undertake training in understanding the Data Protection Act and its application in the workplace.</p> <p>Excellent knowledge of Microsoft Excel and Access.</p> <p>Knowledge of the SIMS database or a similar database.</p>	<p>Excellent knowledge of the Data Protection Act and its application in the workplace.</p> <p>Expert User of SIMS modules.</p>
Skills and Abilities	<p>Good technical skills</p> <p>Effective organizational skills.</p> <p>Strong analytical skills.</p> <p>Commitment to quality and continuous improvement.</p> <p>Ability to work under pressure and to tight deadlines.</p> <p>Accuracy and attention to detail.</p> <p>Ability to engage with end users in a positive way to manage issues and to enhance their experience of using the systems.</p> <p>Ability to convey / train / enthuse users of SIMS to use the system effectively.</p>	<p>Working in a school.</p> <p>Proficient user of Management Information Systems in a school setting (e.g. SIMS).</p>
Other	<p>Willingness to be flexible with working hours to respond to employer's needs.</p>	

Safeguarding

The governing body is committed to safeguarding and promoting the welfare of children and young persons and must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will therefore be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).