# Bridgwater and Taunton College Trust

## Senior Administrator and Data Manager.
## Grade: Band 07, Scale Point 13.

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

**Students come first:**  First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act.  It is expected that anyone who joins or forms part of the Trust shares this philosophy.

**We are team players:** Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism.   In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

## Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose.  We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community.   We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

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## Core Purpose

- To lead and manage the administration team.
- Undertake a wide range of administration duties under the direction of senior leaders
- Administrates attendance in line with Academy attendance policy
- Provide a full student data support service to the Academy
- To provide an efficient and effective service to ensure compliance with current legislation and Trust requirements

## Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- Work under the direction of the Senior Leadership Team to create reports and analysis of student trends as required
- To be responsible for the setup and maintenance of the analysis tools
- Create/produce reports for school performance data, as well as individual students or groups of students as required
- Complete DfE school census and all other statutory reporting
- Complete end of year processes and administering structures, mapping, class lists and registers
- Manage information on attendance to Senior Leaders and other appropriate support agencies
- Manage the Academy diary and calendar
- Input and retrieve data stored on the SIMs attendance software to produce attendance reports and statistical information for relevant stakeholders
- Provide information on attendance to senior leaders and other appropriate support agencies
- Liaise with parents including coordinating meetings, issuing letters, telephone calls, arranging home visits when required
- Manage the Academy website and social media channels under direction from Senior Leaders
- Undertake administrative duties within the team
- The post holder may from time to time be required to carry out other duties commensurate with the role at Head Teacher discretion

## Other Duties

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others

# Bridgwater and Taunton College Trust

- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time you may be required to carry out other duties commensurate with the role.

## Person Specification

| Area to be assessed | Essential criteria | Desirable criteria |
|---|---|---|
| Safeguarding | Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people. | |
| Qualifications/Experience | Ideally to have at least 5 GCSE's at Grade C (or equivalent) or above, to include English and maths<br><br>Competent in the use of a wide range of IT skills | |
| Knowledge/Skills | Have exceptional communication and interpersonal skills<br><br>Have outstanding organisational skills<br><br>Have excellent customer service skills<br><br>Have a high degree of professionalism, tact, diplomacy and discretion, with the ability to maintain confidentiality<br><br>Be flexible and adaptable to meet the changing needs of the Academy | |

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| | Committed to continuous professional development, seeking opportunities to constantly improve their own practice | |
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