

### **Admin Assistant and data officer**

**Reports to:** Office Manager / Senior Leadership team

**School:** Whitehall Park School, part of the Bellevue Place Education Trust family of schools.

#### **About the role**

The successful applicant will need to be a good team player and willing to assist in all areas of a busy school office. Effective word processing is a key facet of the work, providing typing support for teaching and learning, school managers and teaching staff. Other key functions will include a range of different office duties include filing, post, input of data to the student database and operation of the schools management information system (Arbor), booking system (ParentPay) and our finance system (Civica). Some general clerical duties will be required to support the aims and requirements of the school. It is a requirement that you will undergo regular First Aid training and join our team of First Aiders.

Whitehall Park School is a community primary school serving children in Islington and Haringey. As a school we strive to give our children every opportunity to be happy, healthy and successful through our motto "Learn, Enjoy, Succeed". We aim to deliver the best quality teaching and learning in a school where staff and students have respect and pride in themselves, their school and their community.

We work with our students to develop their aspirations and talents to achieve their full potential in a safe, caring and supportive environment. Staff enjoy working with children from a wide range of different backgrounds, ethnicities and religious groups that fully reflects our community. Whitehall Park School values diversity and promotes equality.

As a key member of our growing office team you will be the first point of contact for the parents and you will provide administrative support across the School. You will handle the flow of people through the school and ensure that all receptionist responsibilities are completed accurately and delivered with high quality and in a timely manner.

The applicant will be a motivated individual with a keen interest in encouraging and inspiring students to love learning and excel in all aspects of school life. We are committed to safeguarding and all appointments are subject to enhanced DBS clearance and references.

Visits to the school are encouraged – please telephone 0207 561 0113 to book an appointment. If you are interested in this role please submit your application form and cover letter by email to: [office@whitehallparkschool.org.uk](mailto:office@whitehallparkschool.org.uk)

Please note that CVs won't be accepted.

#### **Duties and Responsibilities**

##### **Administration:**

- To be the first point of contact for the school regarding a range of administrative and communication activities and to ensure delivery of a first class office.
- Deal with front line enquiries from staff, pupils, parents and other agencies.
- Ensure that visitors to the school are welcomed in a polite, friendly and professional manner.
- Provide refreshments for visitors as appropriate.

- Assist in the provision of an efficient and effective school administrative function
- Operate the telephone system, direct calls to the Headteacher and other staff as appropriate and the taking and passing on of accurate messages.
- Be the nominated officer responsible for the day to day operation of the registration system in terms of ensuring data is correctly inputted; the efficient retrieval of information and for the timely production of reports from the system.
- Assist with timetables and organise cover as required.
- Process tasks and CPD correspondence such as booking training.
- Collect staff records of events and other documents regarding behaviour/safety on a weekly basis, monitor and record staff attendance, reporting key findings to the Headteacher.
- Process school applications and assist with pupil admissions. This will include managing the transfer of records and additional information about pupils, such as attendance and medical history, to and from other establishments as appropriate.
- Order resources for staff, and be responsible for stock control.
- Deal with financial duties that are commensurate with the grading of this post, e.g. After school Clubs payments, Music tuitions payments, Swimming lessons.
- To organise Extended Schools provision registers for After School Clubs leaders and class teachers and to organise payment links on ParentPay every term for parents to make payments.
- To write emails, or letters for families, as well as articles for the newsletter and to be able to update social media as necessary
- Distribute post, frank mail and take to the Post Office along with any recorded deliveries.
- Carry out word-processing, photocopying, filing, and maintaining key documentation for the Headteacher and Senior Leadership team.
- To manage and update the school's calendar, organise and schedule meetings, book courses, arrange travel and book accommodation
- Attend and participate in meetings as required, taking simple minutes as necessary

#### **Data:**

- Work alongside the School Office Manager to ensure the school has appropriate systems, processes and controls in place to maintain and manage all aspects of pupil data.
- Maintain the school databases and recording systems relating to administration and personnel, ensuring that records are up to date, accurate, secure and they comply with the requirements of the data protection act. This will include the filing and updating manually held systems and the input of data into the computer system.
- To ensure the accurate maintenance and management of pupil and school assessment data.
- Load the annual pupil intake into the MIS system in addition to administering pupils when they arrive, leave or transfer to the school.
- Co-ordinate the updating of the Arbor database with pupil assessment data on an annual and ad hoc basis.
- Manage the annual updating of the Arbor database with the annual timetable and class changes.
- Maintain records of all disciplinary, behavioural and special needs issues relating to individual pupils and updating Arbor where necessary.
- Produce reports when required.
- To manage and update on a regular basis relevant content of the school website or social media.

#### **General:**

- To promote equality, diversity and inclusion and demonstrate this within the role.
- To be jointly responsible for actively promoting and safeguarding the welfare of pupils
- To be a point of call for any first aid requirements alongside the school's first aid team

- To actively engage in team meetings and contribute to improving teaching and learning for pupils and the School Development Plan
- To acknowledge the need for and practice confidentiality, in regard to handling sensitive information pertaining to pupils, staff or school matters/issues.
- To demonstrate a commitment to the aims and vision of Bellevue Place Education Trust.
- Take part in the school's performance management system.
- Ability to relate well to children and adults.

## **Person Specification**

### **Experience:**

- Relevant experience in a similar role (essential) in a school environment (desirable).
- Experience of preparing and presenting assessment data and reports (desirable)
- Experience in writing letters, articles and updates (essential)
- Experience of using a schools based MIS system (SIMS or ARBOR) (desirable)

### **Qualifications/Training:**

- 5 x A\*-C GCSE or equivalent to include English and mathematics (essential).
- RSA typing qualification or equivalent (desirable).
- First aid qualification (desirable).

### **Practical skills:**

- Outstanding competency in MS Office suite of applications (essential) especially Excel.
- Familiarity with school MIS e.g. SIMS or Arbor (desirable).
- Working knowledge of a range of administration procedures (essential)
- Excellent verbal and written communication skills appropriate to the need to communicate effectively with parents, colleagues, children and other professionals (essential).
- Great organisational skills and problem solving attitude.

### **Personal qualities and attributes:**

- This role will demand excellent levels of organisational ability (self and others), tact, diplomacy, courtesy and flexibility. The ability to build and form good relationships with children, colleagues and other professionals is important.
- Commitment to the school's ethos, aims and its whole community (essential).
- Commitment to the highest standards of child protection and safeguarding (essential).
- Excellent interpersonal and communication skills (essential).

***NB. This JD will be subject to change and adaptation as the school grows in size. The role will require a degree of flexibility as you will be asked to attend evening meetings and school events.***