



CROSFIELDS  
SCHOOL

# ACADEMIC SUPPORT CO-ORDINATOR

Start ASAP

## Crosfields Now

Situated in over forty acres, Crosfields currently educates over 570 boys and girls between the ages of 3 and 13.

An exceptionally friendly school, Crosfields emphasises manners, kindness and good behaviour. The children benefit from a vast range of opportunities provided by a committed and talented staff enhanced by facilities which are second to none.

Though they are taught broadly, the children are also taught thoroughly. Crosfields is committed to the wellbeing and development of all our staff, offering a warm and supportive place to work.

The candidate will be working in a professional, welcoming and dynamic environment, where every day brings new challenges and developments.





# Crosfields' Future

This position arises at an exciting juncture in the school's history. In 2007 Crosfields changed from being a boys' school to being co-educational. From September 2021 the school will be extending the age range from 13 to 16 and so this will be when the current Year 7 children are in Year 9. The intention is not to take Years 10 or 11 at this point, but for Year 9 to become Year 10 and then 11 in subsequent years. We anticipate that each year group will have between 40 and 80 children. An ambitious building plan to create a new Senior School accompanies this vision and recently was given planning permission.



This new role will support the Deputy Head (Academic) in managing and analysing pupil data with specific responsibilities for:

## - **Management Information System (currently 3Sys and PASS ) including:**

- Identifying access and security requirements for implementation by IT support
- Best use and development of the MIS with relevant users and groups
- Report generation and data extraction
- Data entry including uploading photographs
- Cleansing data
- Accuracy and reliability of data sets
- Termly and year end procedures
- Staff training
- Production of user guides to ensure a common standard across the MIS

## - **Pupil academic reporting process including:**

- Establishing agreed timelines
- Report generation including establishing reports are correctly set up for academic staff
- Report quality assurance (checking reports)
- Uploading to SharePoint
- Maintenance of SOCS, Evolve and MyConcern databases
- Supporting the analysis of pupil data

The Academic Support Co-ordinator will lead the development and maintenance of an effective information management framework for the academic staff. The School intranet is expected to be moved to SharePoint during 19/20.

The Academic Support Co-ordinator will also ensure policies and practices are GDPR compliant in respect of pupil personal information within the academic community.

The Academic Support Co-ordinator will also provide administrative support to Deputy Head (Academic) and Director of Studies.

# Essential Skills

- Ability to communicate effectively, both verbally and in written form.
- Must have excellent English skills including ability to proof-read
- Data manipulation
- MS Office proficiency

# Experience

- Working with MIS in a school setting – 3Sys or iSAMS knowledge is an advantage
- Using SQL – training will be provided if necessary

# Person Specification

- Able to maintain confidentiality.
  - Able to build rapport easily, supporting the academic community and working hard to meet their needs.
  - Able to prioritise, work methodically and to remain calm under pressure
  - Able to meet deadlines
  - Able to work to a high level of accuracy and with an eye for detail
  - Able to work unsupervised and to take responsibility for own actions
- Able to adapt and work flexibly as the need arises
- Able to see a task through to its conclusion
- Able to work as part of the team

As a member of the academic team, this role will be required to undertake supervision duties.

# Details

30 hrs per week 40 weeks per year.

There is some scope for flexible working subject to the needs of the school.

Salary £26 – 28k pro rata depending on experience

Reporting to Deputy Head (Academic).

The position will close when a suitable candidate has been found.

# Pre-Employment Checks

All appointments will be subject to two satisfactory references (which may be taken prior to interview). Disclosure check by the Disclosure and Barring Service and medical fitness for the role. Where applicable overseas police checks and prohibition from teaching and management checks will also be completed. All checks must be completed before employment can commence at the School.

# Contact

[hr@Crosfields.com](mailto:hr@Crosfields.com) or Call Mrs Julie Stoner, HR Manager, on (0118) 9871810

# Safeguarding and Child Protection

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form.

Crosfields School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.