Lead Admin & Data Job description

Job Title: Lead Administrative and Data Officer
Location: Newham
Contract type: Permanent
Contract term: Full time
Salary: £27,138 - £31,450
Job start: ASAP

Accountable to: Chief Financial Officer (CFO), also supporting Chief Information Officer (Deputy Headteacher with responsibility for Data).

Core Purpose:

We are looking to recruit an experienced and professional lead administrator to play an important role in ensuring the administrative and data functions of LDE UTC run efficiently and effectively. As well as undertaking relevant tasks yourself, you will lead and manage the schools "Administrative and Data Team". A significant part of this role will focus on the integrity and analysis of school/student data (using SIMS and other data sources) to assist the Chief Information Officer.

Key Responsibilities:

Administrative Function Management:

- To organise the provision of an efficient and effective administrative service to the school and manage staff responsible for the administrative matters, including reception.
- Be responsible for planning, development, design, organisation and monitoring of administrative support services and whole school systems, procedures and policies.
- Line manage the administrative team, including performance management, and develop and embed appropriate overlap of duties and skills to cover absence and periods of intense workload.
- To be responsible for day-to-day management of the administrative team, including preparing rotas for tasks and managing reception duties so that reception is covered at all times.
- To be responsible for the day-to-day operations of the administrative team functions such as post, switchboard management, visitor signing in, management of the admin email mailbox, and general office duties etc ensuring that these are carried out in an effective and efficient way.
- To support your administrative team, as required in covering for work of other members of your team according to workload pressures and/or in their absence.
- To be responsible for ensuring the accuracy and attention to detail of information, correspondence and data produced or provided by the administrative team.
- To deal with telephone and personal callers in a courteous and efficient manner, whilst understanding the need for screening calls to minimise interruptions.
- To prepare accurate and user-friendly reports for a variety of audiences including senior management, governors, staff and parents.
- To assist with the development and implementation of relevant policies, procedures, processes and systems as appropriate.
- To be responsible for the effective management of school administrative equipment and resources budget, ensuring that the stationery and similar items are at appropriate stock levels as required by the school.
- To be tactful and have respect for the need for confidentiality to all concerned including members of staff and the parents.
- To ensure systems are in place to manage bookings and hospitality as and when required.
- To provide cover and support as necessary for the CEO's PA in times of absence.
- To be responsible for the coordination, accuracy and production of school documents and correspondence and communications e.g. bulletins, newsletters, prospectus, letters etc.
- To lead your team on and monitor school action on attendance/punctuality, which will include but is not limited to ensuring
  - school attendance and punctuality letters are sent out appropriately;
  - registers are reviewed weekly to spot potential difficulties, or patterns of attendance that need following up;
  - engagement with parents/carers to ascertain difficulties and possible ways forward particularly with hard to reach families and those whose children are persistently absent;
  - attendance and punctuality are tracked identifying specific groups for intervention e.g. gender, FSM;
  - outside agencies are liaised with in relation to looked after pupils attendance.
- To oversee and develop effective and efficient manual and computerised filing systems with regard to record retention rules, Data Protection, Freedom of Information and school policies.

- To lead on sale to students (e.g. uniform, stationery, lost lanyards etc) and issuing paper lunch vouchers as required (most FSM vouchers are issued automatically electronically).
- To work with the Finance Officer on dealing with ParentPay collections and payment items.
- To work flexibly to ensure that school priorities are met
- Manage and undertake other such administrative tasks as may be required by the school.

Data Function Management:

- To take overall responsibility for LDE UTCs Management Information System (SIMS) and the integrity of the data held within it.
- Managing the process of importing and exporting students data (CTFs) into SIMS, ensuring all new students CTFs are obtained, and all leavers CTFs are provided to destination schools/institutions.
- To ensure statutory returns and data transfers are completed and returned within relevant deadlines, checking accuracy and liaising with managers as necessary.
- Liaise with the Local Authority to update our records of Free School Meals eligibility, and query as necessary.
- Manage the monitoring of school meal update (including free school meals etc) and reporting to Director of Finance & Operations on this.
- Monitor the quality and completeness of data input into information systems and propose effective action to remedy problems
- To administer LDE UTC SIMS points as directed
- While the overall responsibility for curriculum data is led by the Chief Information Officer "CIO" (Curriculum Vice Principal), the Admin & Data Lead will play a key supporting role, work closely with the CIO to provide data/reports and other assistance including:
  o the preparation and use of data and MIS systems at LDE UTC in raising standards and performance across KS4 and KS5
  o staff target setting process, data analysis, reports, value added data, Post 16 ALIS and Raise Online.
  o training to teaching staff on use of systems and data analysis.
  o create and prepare strategic and operational data for analysis by various management groups within the LDE UTC
  o maintenance and use of assessment, strategic, student and other data at LDE UTC.
  o Import/export data and provide detailed analysis, produce reports / information, undertaking appropriate interrogation and report generation
  o Monitor and maintain LDE UTC's report system producing bespoke, standard and other reports, as required
  o Ensure data is provided to ensure statutory requirements for reporting are met
  o Responsible for production of LDE UTC's census in liaison with colleagues
  o Input into data systems to highlight and improve on variations in student performance, student behaviour, departmental performance
  o Keep up to date with all curriculum and ICT developments, related to data and MIS systems
  o Create and develop data systems to enable the effective monitoring of vulnerable students
  o

General:

- Build positive and constructive working relationships with other colleagues, sharing best practise, skills and knowledge in areas of expertise.
- Establish effective working relationships and communicate in a timely manner with other agencies/professionals, colleagues, parents etc as required.
- Contribute in the move toward Multi Academy Trust status and Participate in partnership working with other schools and academies.
- Maintenance of accurate set lists, teacher deployment and room usage.
- Be proactive in developing and communicating strategic and administrative developments within this area of work liaising, as appropriate, with all relevant persons.
- Undertake research and development in arising areas of change, as may be required and to ensure effective forward planning and decision making.
- Liaise with all relevant outside agencies, other schools and educational establishments, as necessary.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined commensurate with the grade of the post as directed by the CEO.
- Take reasonable care of health and safety of self, other persons and resource whilst at work.
- Willingness and commitment to own professional personal development

How to apply

To apply for this position please complete an application form including a supporting statement. Please ensure that all required details are completed. Applicants missing key information will not be called for interview.

Applications should be emailed to Brooke.O'Callaghan@LDEUTC.co.uk or posted to:

Brooke O'Callaghan
> London Design & Engineering UTC
> Docklands Campus
> 15 University Way
> London E16 2RD

Timings

The closing date for applications is 12:00pm on Wednesday 28th June 2017.

Candidates are welcome to contact LDE UTC for an informal discussion with Geoffrey Fowler, CEO & Principal by booking an appointment through Brooke O'Callaghan, Principal's PA. You can contact Brooke on 02030197333 or via email at Brooke.O'Callaghan@LDEUTC.co.uk Interviews will take place on Friday 7th July 2017.

All successful applicants will be required to complete an enhanced DBS (formerly CRB) check which must be maintained throughout the period of employment.

Commencement

The post will commence ASAP.