

## Data & Administration Assistant

We are seeking to appoint an exceptional Data and Administration Assistant who will be fully committed to all aspects of our school vision and our core values of Ambition, Growth, Fellowship, and Scholarship. You will be joining a team of dedicated staff who are committed to going the extra mile to help make a real difference to the children in our care.

The Greenwich Free School (GFS) opened in September 2012 as a state-funded, mixed, non- denominational, 11-16 comprehensive school for the children of Greenwich. In September 2018, the school joined Ark Schools Network and is now Ark Greenwich Free School.

Our ideal candidate will be a driven and passionate person with the ability to learn from feedback and a hunger to constantly improve and develop. We are looking for someone who can work independently, roll their sleeves up and excel at what they do. You will be passionate about academic excellence, have an unrelenting obsession to be the best you can be. You will need to be calm, well organised, and self-confident, with excellent communication and interpersonal skills. The post requires close collaboration with colleagues but will also involve working on your own initiative to find the best approaches to supporting various staff members. You will need to be a cheerful and organised self-starter, flexible and adaptable, with a helpful, friendly and inclusive approach.

The post provides a unique opportunity for the successful candidate to excel in Data systems and wider school administration including some HR Admin. Throughout the year you will be involved in reporting on areas such as Assessment and Examination Data, the school census and the creation of half-termly student reports.

This is a part-time role of 30 hours per week worked between the hours of 08:00 and 18:00.

If you would like to speak with the Assistant Headteacher in charge of Assessment and Reporting directly, please call us on 0208 319 3692. Visits to the school are welcome and please contact us via Reception.

We look forward to receiving your application.

Interviews may take place before the closing date for suitable candidates, we reserve the right to close the advert early.

*Ark value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to DBS and any other relevant employment checks.*

## **Job Description: Data & Administration Assistant**

<b>Reporting to:</b>	<b>Assistant Headteacher</b>
<b>Location:</b>	<b>Ark Greenwich Free School</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Working Pattern:</b>	<b>Part time (30 hours per week between the hours of 8am and 6pm)</b>
<b>Salary:</b>	<b>Ark Support Scale 6: Pay Points 19 - 26: £22,376 - £27,677 (£21,293- £26,337 pro rata)</b>

### **The Role**

As the Data and Administration Assistant, you will play a crucial role in managing the school's data integrity, reporting and analysis. You will support the Assistant Headteacher in charge of Assessments and the Exams Officer to ensure systems and processes, in relation to Data, work efficiently.

### **Key Responsibilities**

#### **Student Management Information System**

- Be responsible for data integrity, including: attendance, reporting, census returns, admissions/leavers, exclusions, student and staff details and assessment results
- Maintain relevant databases to ensure that they are up to date and fit for purpose, using key government access sites and information received

#### **Reporting & Examinations**

- Provide data and reports, as requested for the Principal, SLT, Ark Central, staff, students and parents regarding assessment information
- Run data reports on key school performance metrics including; attendance, behaviour and assessments
- Ensure that the SLT are kept up to date with updates to key performance measures, and any changes to these
- Monitor, support and assist the examination process
- Provide Senior Leadership with high quality data and analysis to help set targets for students, and report on assessment results, highlighting any areas of concern
- Provide staff with assessment and target information for students
- Manage the academy's annual reporting process, ensuring students and their families receive regular and timely academic feedback

## **Administration Assistance**

- To assist with day to day HR administration working collaboratively with the academy's Operations Manager.
- To support with the HR Information System to ensure that electronic employee records are accurate and up to date and which meets Ofsted standards. This will include data entry, regular and ad hoc reporting, and an annual data cleansing exercise
- To monitor and process the administration of paperwork linked to recruitment, new staff and departing staff members.
- Co-ordinate the annual Appraisal paperwork, reporting any deadlines missed by Line Managers to the Operations Manager
- General administration in relation to school events

## **Other**

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

# Person Specification: Data & Exams Manager

## Qualifications

- Maths and English GCSE at grade C or above (equiv)

## Knowledge, Skills and Experience

- Experience of working in a similar role in a school environment (desirable)
- Excellent data analysis skills, advanced Excel skills, and comfortable working with and manipulating large sets of data
- High level of proficiency with management information systems
- Able to manage several projects at once, prioritising accordingly to meet deadlines
- Able to take ownership of tasks and work with minimal supervision
- Excellent verbal and written communication skills

## Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

## Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*