

Pioneer Educational Trust

Job description:

Data & Admin Officer

Overall Purpose:

Under the direction of the Headteacher, the overall responsibility of the Data & Administration Officer is to develop and maintain an effective data management system, ensuring the school's needs are met. The postholder will be responsible for collating and accurately recording information in relation to staff and students and will also be responsible for the completion of statutory returns to the local authority, the Department for Education and other stakeholders. The postholder will also be responsible for the operation and administration of the school's cashless payment platform (e.g. ParentPay, Squid) and providing effective administrative support for the coordination of educational visits/activities. The postholder will also maintain a highly visible and professional profile within our Trust and the community and contribute to the overall ethos, work and aims of the Trust.

Key information:

Department:	Administration
Working with:	Headteacher, Leadership team, Middle Leaders, staff at all levels and students
Line Managed by:	Member of the Senior Leadership Team
Working pattern:	37.5h, 38 weeks + 9 days (2 INSET days, 7 during the summer break: 3 results days, 4 at the end of August)
Location:	Desborough College
Salary:	Scale 5 (22 – 26)
Notice period:	8 weeks

Key Responsibilities:

- Be responsible for the production and return of the termly School Census and annual School Workforce Census, ensuring the returns are completed accurately and within a timely manner, including:
 - Collecting, entering and extracting relevant data;
- Maintain and update information held on school databases including changes to student and staff details, timetable and room changes;
- Organise the processing and inputting of data received at annual admission periods such as primary to secondary transfer;
- Assist in the production of student reports including the setup of assessment definitions and mark sheets for the collection of data;
- Provide instructions and /or assist teachers in the entry of data and liaise with them in relation to missing student data
- Input school timetable information and changes, including enrolling students importing and exporting CTF files for starters and leavers;
- Carry out start of year and end of year procedures on the relevant MIS;
- Prepare the relevant MIS in readiness to upload the school timetable, as provided by the Timetabler;
- Upload any changes throughout the academic year to the timetable as provided by the Timetabler;
- Assist in the production of reports for the senior leadership team and local governing board
- Be responsible for processing Free School Meals, including completing statutory returns and regularly reviewing the eligibility of students, acting accordingly when a student is no longer eligible
- Liaise with staff regarding event organisation, sales and costings of trips/events including any booking information e.g. Coaches.
- Co-ordinate school visits including:
 - Advising in the preparation of school trip letters;

- Ensuring that all relevant paperwork has been completed, e.g. risk assessments, activity form, parental consent form
- Obtain quotes for and book transport, tickets / venues and accommodation;
- Arrange foreign currency;
- Checking visas, passports and EHIC;
- Keep accurate and up to date records of all transactions to facilitate effective audit of cost centre accounts specifically for trips;
- Any other activity related to the co-ordination of school visits.
- Administration of school visits/events cost centre accounts to ensure that accurate and timely information is available to budget holders;
- Monitor the budgets for trips/events, ensuring there are sufficient funds to meet expenditure for visits/activities.
- Advise Pioneer's finance team when accounts can be closed, once all income/expenditure has been accounted for;
- Be responsible for the administration of the school's cashless payment platform for trips and catering including:
 - Setup/open accounts for visit/activities/school dinners;
 - Setup/open accounts for parents and students;
 - In collaboration with Pioneer's finance team, lead on the processing and issuing of any refunds;
 - Monitor all the active accounts, liaising with stakeholders where necessary and auctioning any discrepancies as appropriate;
- In collaboration with Pioneer's finance team, lead on the appropriate recovery action with regard to student debt in accordance with the school's financial procedures;
- Act within Pioneer's Code of Conduct at all times, working to collaborate with colleagues and clients;
- Provide a professional, up-to-date and purposeful service

General responsibilities:

- Fulfil all general responsibilities (such as covering for absent colleagues, emergencies, attending meetings and training, etc) as appropriate to the role.

Professional competence and behaviour:

- Undertake appropriate and regular training and development to maintain knowledge and improve practice; Keep up to date with industry and education relevant legislation;
- Act within Pioneer's Code of Conduct at all times.

Ethical standards and integrity:

Act within the framework for ethical leadership in education, i.e. [The Nolan Principles](#)

Data Protection and confidentiality:

Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and General Data Protection Regulation (UK GDPR) (2018).

The post holder must be aware that any information held Pioneer, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work Pioneer or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or

organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Safeguarding:

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure & Barring Service checks.

The postholder is required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in Pioneer and our family of schools. All staff are required to maintain appropriate professional boundaries in relationships with children and young people and with all members of Pioneer's community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and Pioneer.

Additional notes:

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

Pioneer will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current but may be modified, with agreement, by Pioneer to reflect or anticipate changes in the job commensurate with the grade and job title.