



## JOB DESCRIPTION

**Penn Fields School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

<b>Job title</b>	Data and Administration Officer
<b>Responsible to</b>	School Business Manager
<b>Responsible for</b>	Exam Invigilators
<b>Salary Grade/Range</b>	Pro rata £22,754 - £25,886 / 45.85 weeks / 37 hours per week

### Job Purpose:

- Prepare relevant documentation related to all aspects of student data and reporting
- Manage the administration of HR support under the general direction of the School Business Manager
- Manage the administration and clerical support for the examinations process and procedures.
- Be responsible for providing general administrative and clerical support to the Headteacher and Welfare Officer.

### Post Responsibilities:

#### **Data Management**

- Monitor and maintain management information and record systems inline with GDPRUK alongside the School Business Manager.
- Ensure the effective delivery of the school reports process and data collection systems
- Coordinate both online and face to face parents evenings / meet the tutor events as directed by the Deputy Headteacher for Curriculum.
- Ensure all student records on SIMS are accurate and kept up to date
- Creation and dissemination of class lists / whole school class list.
- Creation and dissemination of the school transport list.
- Provide data to the FSM team on a half termly basis
- Provide detailed analysis and evaluation of data and produce detailed reports as required
- Monitor student absences and work with Welfare Manager as appropriate.
- Administer the School's admissions and withdrawal procedures maintaining accurate numbers on roll
- Ensure that electronic student attendance records are up to date and meet LA regulations, including the completion of daily registers.
- Ensure all student records on SIMS are accurate and kept up to date

- Be responsible for the production of Student CENSUS.
- Be responsible for the data input, maintenance and production of reports to the Senior Leadership Team for the SOLAR assessment system
- Maintain the confidentiality of all the School's records in relation to staff and students, in line with the latest requirements of the Data Protection Act and Freedom of information Act.
- Collate data as requested by the senior leadership team for Governors reports.
- Collate requested data exchange data as requested by the Local Authority.
- Track, maintain and ensure accurate post 16 destinations, up until the age of 25 for all school leavers.

### **Examination Management**

- Provide line management responsibility for exam invigilators including the recruitment, training, deployment and signing of timesheets.
- Keep up to date with relevant legislation reporting any changes in guidance to the relevant member of the Senior Leadership Team.
- To manage the organisation of examination venues, seating arrangements and any room changes needed to accommodate examinations.
- To liaise with teachers, students, parents and examination boards in respect of examination requirements, entries, results (to be onsite for results day) and communications, ensuring the school adheres to all awarding body regulations
- To be responsible for the submission of examination registrations, entries, forecast grades and coursework marks for external exams to the Awarding Bodies for all public exams
- Assume responsibility for the processing and secure arrival and despatch of examination papers.

### **School Timetable**

- Work with the Deputy Headteacher for Curriculum to create the school timetable using NovaT software.
- Make necessary changes to the school timetable as directed by the Deputy Headteacher for Curriculum, ensure the school timetable is correct at all times.
- Disseminate timetables to staff, students and parents.

### **Administration & Clerical**

- Undertake any word processing and complex IT based tasks as required by the School Business Manager, or Senior Leadership Team
- Provide administrative and organisational support to staff and governing body
- Assist School Business Manager with marketing and promotion of the school
- Undertake complex MIS data entry for SIMS, FMS and SOLAR systems

- Be responsible for the organisation and maintenance of the room booking system within school, including room changes as and when required
- Provide general reception, administration and clerical support as required by the School Business Manager

### **Staff Development**

- Be a qualified first aider or train as one and continue to maintain the training to carry out the role
- To undertake appropriate professional development including adhering to the principle of performance management
- To achieve any performance criteria or targets relating to the post arising from the School's appraisal arrangements.

### **General**

- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents' evenings
- Responsible for ensuring all items timetabled against this role are met or adequate notice is given to School Business Manager if unable to complete tasks
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure that all tasks are carried out with due regard to Health and Safety.
- Liaise and communicate effectively with other teachers and staff.
- Show loyalty to the school and adopt a professional attitude.
- Holding yourself to account for your professional conduct and practice.
- Following all systems & process' within the school
- Organise and manage own work with little or no input from others but working within the given guidelines, parameters and systems

### **Safe Guarding**

The jobholder must observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping Children Safe in Education and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above Procedure and document can be obtained from the School Welfare Manager.

## Special Conditions of Employment

### **Rehabilitation of Offenders Act 1974:**

- This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered. If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Head teacher of this fact immediately. Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School's relevant procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

### **Health & Safety:**

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder

### **Confidentiality and Data Protection:**

The job holder is expected to comply with the provisions of the Data Protection Act 2018 which includes the General Data Protection Regulations (GDPR). Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 2018 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's Whistleblowing Policy is available from the School Office.

**Equality and Diversity:** Penn Fields School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.



**Training and Development:**

- Penn Fields School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

**Mobility:**

- The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

**Additional Information:**

**Please note:** This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, and will be reviewed through the appraisal process. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job, following discussion between the Head Teacher and member of staff. Any amendments will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

ACCEPTANCE OF THE JOB DESCRIPTION BY THE POST HOLDER			
I can confirm my acceptance of the job description as outlined above			
Name			
Signed		Date	

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum Maths and English GCSE grade C.</li> <li>• NVQ Level 3 in Administration procedures or equivalent further/higher education qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Data based or Human Resources Management Qualifications or equivalent experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of relevant policies/codes of practice</li> <li>• Experience with SIMS and NovaT</li> <li>• Experience of working in a pressurized environment to tight deadlines</li> <li>• Experience working in an office environment dealing with complex office procedures, preferably within an education setting, including the use of IT based and data base systems.</li> <li>• Experience of working in a school or local government environment - public sector</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with Agresso, SOLAR and Inventory systems</li> <li>• Experience of working with SEN students.</li> <li>• Experience of working within and HR environment.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Willing to take on any training that is required to meet the demands and changes of the job role</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of effective performance management.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• High level working knowledge of spreadsheets and databases.</li> <li>• Excellent written and oral communication skills including writing letters</li> <li>• Proven organisational skills for self &amp; others</li> <li>• Understanding the need for confidentiality.</li> <li>• Patience and the ability to deal with a wide range of demands from a variety of people</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work collaboratively in a multi-professional team.</li> <li>• First aid training.</li> <li>• Minibus driver.</li> </ul>

	<ul style="list-style-type: none"> <li>• Calm, polite, pleasant and efficient telephone manner.</li> <li>• Flexible attitude towards day to day tasks.</li> <li>• Ability to work under pressure &amp; deadlines</li> <li>• Show initiative and shares good practice.</li> <li>• Effective use of complex IT packages.</li> <li>• Competent use of administrative equipment / resources</li> <li>• Ability to work with on own initiative with minimum of supervision.</li> <li>• An understanding of the requirements and demands of school administration</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Proficient in MS excel and word.</li> <li>• Knowledge and understanding of safeguarding legislation and procedures.</li> <li>• Understanding and commitment to the Data Protection Act.</li> <li>• Understanding and commitment to Equal Opportunities.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Flexible approach to the working day</li> <li>• Able to work flexibly and attend meetings and INSET days as required.</li> </ul>	

<b>Post holder signature:</b>	
<b>Print Name</b>	
<b>Date:</b>	