



Job Description

POST:	Administrator (Data & Exams)
LOCATION:	Oasis Academy Leesbrook, Oldham
CONTRACT:	Permanent
WORKING PATTERN:	Full time, Term time only including INSET Days + 5 days (Monday – Friday, 8.00am – 4.00pm, one 3.30pm finish per week)
SALARY RANGE:	SCP 07 - 11 pro-rata (FTE £24,294 - £25,979 / Pro-rata equivalent £21,431 - £22,918)
DISCLOSURE LEVEL:	Enhanced
RESPONSIBLE TO:	Data & Exams Officer
RESPONSIBLE FOR:	Administration Support
KEY RELATIONSHIPS:	Senior Leadership Team; relevant teaching and support staff; external agencies; other Oasis Academies and Oasis Community Learning central staff
JOB PURPOSE:	To provide effective and high-quality administration support to promote efficient delivery of the policies, ethos and aims of the Academy. To provide administrative support to the Data & Exams Officer. Assist in administering the MIS system and relevant data to meet the Academy's requirements.

SPECIFIC RESPONSIBILITIES:

A. Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

B. To provide a comprehensive range of secretarial and administrative duties.



- C. Assist in administering the MIS system and relevant data to meet the Academy's requirements.
- D. To use Bromcom and assist the Data & Exams Officer with timetabling our curriculum.
- E. Support with administrative duties in relation to in-house and external assessments.
- F. Provide assistance to Data & Exams Officer with maintenance of student academic & personal records.
- G. To complete relevant administrative tasks in relation to school CENSUS.
- H. To complete administrative tasks for newly admitted students.
- I. To draft and/or type letters, documents and reports; some of a confidential nature.
- J. To input into designated information management systems; use download and distribute associated output as required.
- K. To prepare large scale distribution of letters and papers to parents and other members of the community.
- L. To assemble administrative information for the teaching and curriculum support staff, and the admissions team.
- M. Complete administrative tasks related to admissions.
- N. To prepare for meetings, including diary management.
- O. To maintain accurate records and files, contributing to the development of administrative systems and processes.
- P. To undertake duties to support the range of work undertaken by the Administrative Team.
- Q. To build good constructive relationships with students, which engender respect for the delegated authority.

OTHER:

- A. To support the Academy's Ethos, Mission and Vision.
- B. To contribute to Academy-wide events including curriculum-focused events as part of the wider curriculum team, as and when required.
- C. To be aware of and comply with the Academy's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- D. To be aware of and comply with the codes of conduct, mission statement, regulations and policies of the Academy and its commitment to equal opportunities.
- E. The post holder will be subject to performance objectives agreed annually.
- F. The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.



The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	



Administrator (Data & Exams) Person Specification

Our Purpose

The vision of Oasis Community Learning (OCL) is to create ‘Exceptional Education at the Heart of the Community.’

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good levels of literacy and numeracy • GCSE Grade C minimum in English and Maths (or equivalent) • Evidence of commitment to continued professional development 	<ul style="list-style-type: none"> • First Aid at Work Qualification or willingness to undertake training
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Effective time management skills and the ability to be proactive and efficient • Ability to work to agreed quality levels and service standards • Accurate and efficient word processing skills • Good interpersonal skills and the ability to communicate effectively both orally and in writing • Ability to assimilate information quickly 	<ul style="list-style-type: none"> • Experience of working in an educational setting • Experience of working in a busy office environment • Good understanding of safeguarding procedures in a school setting • Working knowledge of Bromcom MIS system

	<ul style="list-style-type: none"> • Excellent organisational skills • Ability to work cooperatively and sensitively both independently and as part of a team • Ability to create a professional and welcoming office environment for staff, students and visitors • Committed to personal professional development and training 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Enthusiastic and motivated • Committed to equal opportunities and working in a multi-cultural environment • Ability to display a calm, tactful and responsible attitude • Flexible approach and the ability to adapt to change within the working environment • Ability to take instruction and to work on own initiative 	<ul style="list-style-type: none"> • Ability to talk an additional language
<p>Commitments</p>	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people. • Willingness to undergo appropriate checks, including enhanced DBS checks. • Have a willingness to demonstrate commitment to the values and behaviours, which flow from the Oasis ethos. 	