

Data & Curriculum Administrator

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Caister Academy, Caister-on-Sea, Gt Yarmouth

SALARY

CET Scale 3 point 5 - 6

37 hours Term Time + 1 week. (39 weeks)

CORE PURPOSE

To provide high quality and efficient administration to the Academy that exemplifies the Academy's core values of Ambition, Opportunity, Character and Community.

REPORTING LINES

The post will report to the Attendance and Welfare Officer

KEY RESPONSIBILITIES

ATTENDANCE ADMINISTRATION

- To maintain accurate and up to date attendance/lateness records both manually and electronically and to ensure ongoing monitoring of attendance throughout the school day to safeguard our students.
- Administer a daily attendance and punctuality check each morning and follow up the daily absences by telephone or other means to identify whether the absence is approved or not and identify the correct attendance code to use.
- To check and remind any necessary staff to complete registers.
- Liaise with designated colleagues for Safeguarding.
- To print off official registers daily and explained absences to ensure these are at hand in the event of an emergency.
- Produce parental letters as required in support of school attendance policy.
- To administer and monitor initiatives to improve attendance as required, for example,

You can find out more at:

www.creativeeducationtrust.org.uk

Support Plans, Fast Tracks, Fixed Penalty Notices.

- To contribute towards developing whole school strategies to improve attendance.
- Track weekly attendance figures with a focus on students under 95% and highlight emerging patterns of absence.
- Be responsible for maintaining full accurate records and to complete statistical returns regarding student attendance and punctuality required by the academy, the Local Authority (LA) and the DfE.

DATA ADMINISTRATOR

- To accurately process student data on the academy's MIS system, including the annual student data checking.
- To liaise with the HODs/AP for Curriculum and Assessment.
- Create and receive CTF files to/from other schools/academies.
- Update and remove students who leave the academy either at the end of year 11 or mid-year.
- To work with the Assistant Principal for Curriculum and Assessment to generate and populate relevant reports through Go4Schools.
- Distribute student's timetables.
- Maintain/update parental contact details on SIMS and Teachers2Parents.
- Ensure that pupil premium students are regularly updated on SIMS, to ensure accurate PP reports can be provided as and when required.
- Creating student's Unique Learner Numbers (ULNs).
- Overall responsibility for the schools Admissions Pack for new intake (including adapting the document to suit GDPR regulations etc) and entering/updating student data via SIMS.
- To provide a high standard of word processing and clerical support to the academy, its teachers, and students by working flexibly with other administrative staff, ensure that duties are carried out efficiently and effectively.
- To cover reception when necessary by welcoming and greeting all visitors to the Academy in a professional and friendly manner and signposting

them to the relevant staff, including signing them in/out.

- Administer Basic First Aid to students and complete appropriate paperwork.

ADDITIONAL RESPONSIBILITIES

- Maintain a prominent visible presence within the academy on a daily basis
- Seek to develop your own practice and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
- Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.
- Seek to represent the Academy and the Trust in the best possible manner at all times.
- Demonstrate consistently high standards of personal and professional conduct:
 - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by;
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position,
 - having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions,
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs,
 - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
 - Have proper and professional regard for the ethos, policies, and practices of the Academy, following the Academy's policies at all times.
 - Maintain high standards of personal attendance, presentation, and punctuality.
- Consistently promote positive student behaviours, for example orderly movement around the site and punctuality, in line with Academy policies.
- Actively engage with students when appropriate, positively reinforcing responsible behaviour and challenging negative behaviour when necessary.

- Consider and support the wellbeing and safeguarding of all students.

- Consider and care for the health and safety of themselves, colleagues, and students.

- Recognise, reward, praise and promote student success wherever possible.

- Ensure equality for all students by consistency upholding all school policies relating to student conduct, for example behaviour, mobile phones, uniform etc...

- Treat information about students and staff with due sensitivity. Adhere to general data protection regulations at all times. Respect confidentiality where appropriate.

VARIATION IN ROLE

- Undertake other duties;
 - commensurate to the post holder's abilities, position, and grade, as requested by the Principal or line manager,
 - of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, considering individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

I have read this job description and fully understand all my job duties and responsibilities. I understand that these may be subject to change due to the needs of the academy and that any changes will be done through consultation with me.

Signed
(employee):
Print name:
Date:

Signed (line manager)
Print Name:
Date:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Very good numeracy/literacy skills/GCSE grade C or equivalent in English & maths. 	<ul style="list-style-type: none"> • Evidence of continuing professional development • Basic First Aid certificate or willingness to be trained.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a busy office environment dealing with complex office procedures, including the use of IT based and database systems. • Experience in the use of MIS systems. • Experience in the administration of confidential data. • Experience of using IT systems to compile reports as well as analysing statistical data for monitoring purposes. 	<ul style="list-style-type: none"> • Experience in the use of educational MIS systems. • Working with children, young people, parents, and families preferably within an education context. • An understanding of the requirements and demands of school administration.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Awareness and commitment to safeguarding and promoting the welfare of children • Knowledge of academic data, including grading systems. 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Good ICT, oral and written communication skills. • Ability to work effectively as part of a team. • Ability to work on own initiative. • Ability to work under pressure and keep to deadlines. • Ability to be sensitive to the needs of others. • Ability to be supportive Professionalism. • Willingness to reflect upon his/her experiences in a critical and constructive manner. • Ability to work methodically and good attention to details. 	<ul style="list-style-type: none"> • Willingness to develop own understanding and capability through advice and training
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality, and diversity. 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS		<ul style="list-style-type: none"> • High expectations for every student and a proven track record of making a difference to the learning and experiences of students inside and outside the classroom

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:

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