



Data & Admissions Officer

Job Description

Salary scale:	F015S (£21,275) – 019S (£23,442) (pro rata actual £19,026-£20,965)
Hours:	37 hours per week, Term Time Only + 10 days (including 5 Insets) (8:15am - 4:15pm Mon-Thurs), (3:45pm Fri)
Permanent / Temporary:	Permanent
Responsible to:	Data, Assessment & Reporting Manager
Job purpose:	To support the Data, Assessment and Reporting Manager with a variety of SIMS and admission related duties.
Managing:	None

Key Responsibilities

The Data and Admissions Officer's main role is to undertake a variety of shared general data specific Academy duties, including management of the admissions process, and pupil / parent / school liaison when joining / leaving the academy.

Main Responsibilities

- To be responsible for leading the operational management of the Academy admissions process including transition from Year 6 to Year 7, with support from the wider admin team during busy periods
- To arrange for in year admissions appointments and ensure all relevant paperwork is produced on an ad-hoc basis as required and arrange and attend subsequent meetings.
- To ensure that pupil files are requested from previous schools including electronic files
- To ensure that a Free School Meal entitlement check is undertaken for admissions to the Academy and updated to ensure that the Free School Meal uptake remains as high as possible.
- To check the Pupil record data for accuracy on the SIMS system.
- Manage Options process including Options Online- Liaising with SLT for pupil pathways and ensuring accurate pupil records are maintained in relation to the options using the SIMS options software.
- To produce weekly on/off roll information including statistics and to ensure this is communicated to all the necessary staff.
- To be responsible for the administration of pupil leavers including updating SIMS.
- To be responsible for the recording of managed moves and relevant paperwork completed

ensuring accurate documentation for panel meetings, and to arrange subsequent meetings for the Assistant Principal

- To be responsible for adding new specific pupil records and other specific pupil record data

SIMS responsibilities:

- Maintain users and user accounts including access rights and settings in conjunction with the Data, Assessment and Reporting Manager
- Liaise with relevant staff / Schools ICT Support with SIMs updates or developments so that these can be used effectively across the Academy.
- Attend necessary training and professional development to keep abreast of the SIMs system and data developments, to ensure that Academy systems are up to date and functioning effectively.
- Contribute to the production of statutory returns to the Local Authority and DFE as required
- To oversee and support with any issues in relation to the room booking system linked to SIMS
- To setup the new academic year procedures including Pastoral Setups for the following year
- Be present and available to support in the Academy on the days when external results are notified (Mid-August – 5 days to be worked in the summer holiday period supporting the Data, Assessment and Reporting Manager)

Other General Administration Duties

- To cover reception on an occasional basis during periods of staff absence / busy periods and supporting the wider admin team when necessary under the direction of the Data, Assessment and Reporting Manager (in conjunction with the Academy Manager)
- To carry out any other reasonable administrative additional duties as directed by the Principal or Data, Assessment and Reporting Manager

Note: The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

General

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
- To participate in training and other learning activities and the academy's performance management process

Corporate Staff

Fulwood Academy has a strong corporate staff component; some corporate staff are centrally employed and others work in curriculum areas or other specified areas.

Our corporate team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Corporate staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to corporate staff and teaching staff. Corporate Staff are encouraged to play a full part in the academy community.

Personal qualities for all staff

Fulwood Academy is on a journey of rapid change. Sharing our vision, *Working as a TEAM in the pursuit of excellence for all*, is vital. This is supported by a caring atmosphere where discipline and relationships are based on our four core values:

- Trust
- Excellence
- Ambition
- Manners

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to pupils and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our pupils.

Performance Management

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

Safeguarding Commitment

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holders at Fulwood Academy are subject to an Enhanced DBS check following the offer of a post, and any offer is subject to satisfactory checks being obtained.

PERSON SPECIFICATION

Data & Admissions Officer

Specification	Essential	Desirable
Qualifications and training	To possess or be willing to work working towards a SIMS related qualification and/or proven experience of utilising all of the required skills for the SIMS system to good effect in a place of work.	A recognised ICT qualification
Experience	<p>Previous experience of working with SIMS / school data software in a related role, utilizing all relevant functionality</p> <p>Excellent administration skills</p> <p>Experience of working as part of a wider team</p> <p>Excellent Customer Service Skills</p> <p>Excellent attention to detail</p>	<p>Experience of working with young people</p> <p>Experience and knowledge of fast and efficient processing in a variety of software packages</p>
Qualities, skills, knowledge and abilities	<p>Excellent interpersonal skills and ability to communicate with different stakeholders</p> <p>Respect and awareness for confidentiality</p> <p>ICT skills including word processing and e-mail usage.</p>	
Health	A good attendance record	
References	<p>Supportive</p> <p>Full DBS clearance</p>	