JOB DESCRIPTION

POST TITLE: Data and Admissions Officer

STATUS: Term Time plus 10 days, 36 Hrs per week (FTE 0.91)

SALARY: SC6, 28

LINE MANAGER: Student and Data Services Manager

Core Purpose

- Be responsible for the smooth and efficient preparation and enrolment of the school's new Year 7 intake groups and Mid Term Admissions.
- To provide support for pastoral aspects of the team's work such as Parent Evenings and Behaviour.
- To support the school's Data Manager to provide accurate data management and Information service to the school and its stakeholders.

DUTIES AND RESPONSIBILITIES

Responsibilities

Admissions: Transition

- Responsible for managing the 'end to end' process of student transition from primary schools to new Year 7 intake groups at Haggerston School.
- Work with Assistant Head Teacher and Data Manager to organise and appropriately publicise dates of events and meetings required for and related to the Transition process e.g. open mornings, induction days. Manage the administration of such.
- Organise SLT visits to primary feeder schools.
- Co-ordinate and promote opportunities for transition students and their parents / carers to visit the school and experience and learn about their future learning environment prior to enrolment.

Admissions: MTA

- Manage the 'end to end' process of mid-term admissions to Haggerston School.
- Liaise with HLT and Deputy Head Teacher to obtain details of upcoming admissions.
- Arrange appointments for parents and students to meet senior staff as required.
- Organise and manage pre-enrolment activities (e.g. meetings, assessment tests).
- Build timetable for new students in liaison with Heads of Faculties and Heads of Year.
- Provide whole-school communication of newly enrolled students.
Admissions: General

- Ensure that all paperwork required by school policy for new admissions e.g. Admission forms, Home School Agreements and Medical forms is correctly competed, collated and filed.
- Ensure that all required student data is collected from parents and / or previous schools and accurately entered into SIMS in a timely fashion.
- Lead annual school photography day.
- Ensure all students have photos in SIMS, periodically organising an inventory for tutor checking.
- Liaise effectively with other school departments (e.g. SEN) such that they are provided with adequate information to provide the support required of their area for new students.
- Manage the administration of students leaving the school, including transfer of paper based and electronic files.
- Build and maintain relationships with external agencies and partners involved in school admission processes (e.g. HLT).
- Liaise with primary schools and other agencies to ensure the secure transfer of all data files (hard and electronic).
- Ensure student files are correctly managed, including creation of new intake student files and archiving of leavers' files.
- Ensure that all required actions are carried out for student leavers e.g. sending on of paper and electronic files.
- Act as the expert point of contact for internal and external enquiries about the school’s admissions policy and procedures.
- Develop knowledge across the team to enable student admission processes to function smoothly in post holder’s absence.
- Develop ideas and procedures, in agreement with line manager and / or SLT, to improve the school’s management of student admissions.
- Develop effective strategies to actively promote Haggerston as a secondary school of choice among potential feeder primary schools and prospective students and parents / carers.
Data, Assessment and Other

- Provide support for a range of 'day to day' data tasks (e.g. new user creation, detention management).
- Produce reports and statistics specifically related to school admissions as required.
- Liaise with HoYs and other stakeholders to ascertain requirements for upcoming parent evenings to ensure that the team meet all requirements in a timely fashion.
- Assist with the setting up and maintenance of SIMS assessment components (templates, mark sheets, reports) as required.
- Assist with the tracking of completion rates of assessment data entry by teaching staff, keeping appropriate stakeholders informed.
- Produce SIMS Assessment reports for parents, tutors and students. (Shared responsibility).
- Action class and group changes. (Whole Team responsibility).
- Provide ‘Data Sheets’ as required (e.g. for lesson observations). (Whole Team responsibility).
- Manage provision of student services from hatch e.g. creation of team rota (to include post holder). Develop and improve systems to support this.
- Manage lost property. Develop and improve systems for recording and storage.

General

- Provide training on areas of expertise to colleagues and other school staff as required.
- Actively adhere to school and external policies, including but not limited to those relating to data protection, child protection, health and safety and security.
- Undertake continuing professional development to keep skills up to date.
- Undertake First Aid duties where required by the School and to be prepared to attend First Aid training to this end.
- Undertake any other duties as reasonably requested by Line Manager, the Head teacher or other members of SLT.

Duties

- Carry out and / or delegate tasks required to ensure that all job responsibilities are fulfilled.
- Maintain knowledge of all school policies related to the job role including but not limited to Health and Safety and Equality.
- Proactively ensure that all skills essential for the post are kept up to date.
- Keep up to date with and react to changes in local and national education policy that could have an impact on the role and its responsibilities.
- Undertake any other duties as reasonably requested by the Head teacher or the Deputies.
- Undertake fire warden duties if required by the School

Whilst every effort has been made to set down the main responsibilities and duties of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head
Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school and Hackney Learning Trust policies.

Signed:........................................... Date ........................................
Head teacher

Signed:........................................... Date ........................................
Business Manager

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:........................................... Date ........................................
Admissions and Data Officer
PERSON SPECIFICATION

(Essential)

- Relevant and suitable experience of working within an Education environment
- Relevant and suitable experience of working with and supporting ICT and / or data environments
- Knowledge and understanding of secondary education processes (i.e. curriculum, timetabling, key stages, assessment, examinations)
- Knowledge of SIMS and / or other Education Management Information Systems
- Excellent knowledge of Excel
- Time management and prioritisation skills.
- Good communication skills – able to work with all school and external stakeholders
- Sound organisational skills
- Flexible working approach
- Educated to at least GCSE Level
- Professional appearance and manner
- Flexibility to adapt quickly to rapidly changing circumstances.
- Good working knowledge of Data Protection issues related to schools.
- Awareness of Equal Opportunity Issues
- Preparedness to occasionally work outside normal office hours

(Desirable)

- Experience of working with school admissions data
- Educated to at least GCE ‘A’ Level
- Self-motivation and a desire for excellence.
- Excellent problem solving skills
- Ability to work with limited supervision and utilise initiative.
- Knowledge of Data Analysis techniques with a particular emphasis on those used in education (e.g. targets, predictions, value added, benchmarking)
- Genuine interest in and enthusiasm for the role of ICT in education