

JOB DESCRIPTION & PERSON SPECIFICATION FOR THE POST OF:

Admissions & Data Assistant

22.5 hours pw / 42 weeks pa

Actual Salary £12,942 - £14,016 (FTE £23,033 - £24,946 pa)

Full details of the posts are contained within

Key dates for applicants

Closing date for applications: Friday 3 February 2023

Interviews Date: w/c 6 February 2023

INFORMATION FOR APPLICANTS DOCUMENT CAN
BE FOUND ON OUR WEBSITE

To **aspire**, **endeavour** and **thrive** together

Glossopdale School & Sixth Form
Newshaw Lane • Hadfield, Glossop • SK13 2DA

www.glossopdale.school

JOB DESCRIPTION

JOB TITLE: Admissions & Data Assistant

GRADE/SCALE Grade 7 PP 8-11

HOURS/FTE: 22.5 hrs per week

WEEKS: 42 weeks per annum

RESPONSIBLE TO: Data Analyst & Exams Manager

BASIC JOB PURPOSE To support the effective administration of the School's Management Information System
To assist with the effective administration of school admissions and leavers

MAIN RESPONSIBILITIES

1	Maintenance of the School's management information system (SIMs) in accordance with best practice, ensuring that the system is always up-to-date and data is recorded accurately
2	Ensure that all paperwork required for new admissions ie Admission Forms, Home School Agreements, Medical Forms are correctly completed, collated and filed.
3	Conduct regular audits of the database, in particular prior to the completion of the student census
4	Produce the DfE School Census 3-times yearly, liaising with appropriate staff to complete the return
5	System administration associated with admissions (for both new intake and in-year admissions) and manage CTF's and admission forms
6	Liaise with primary schools in order to update SIMS for accurate data collection for new intake students and ensuring the secure transfer of all data files, both hard and electronic
7	Ensure student files are correctly managed, including the creation of new intake student files and archiving of leavers' files
8	Liaison with new school for in-year leavers, transferring student records accordingly
9	Assist with the preparation of information for appeals
10	Taking an active role in the Elective Home Education (EHE) process
11	Create timetables for new students in liaison with the Data/Exam Team and assist with maintaining correct student timetables throughout the year
12	Ensure all students have photos in SIMS
13	Carry out data checking exercises for students to ensure accurate information is always recorded on the MIS
14	Dealing with phone, website and email admissions enquiries

15	Assist Data/Exam Team at time critical points in the year and at busy times, as required
15	To provide cover for Reception at lunchtimes or periods of absence, as required, on a rota basis
16	Maintain confidentiality at all times
	To carry out general duties related to the wider school operations, including but not limited to: <ul style="list-style-type: none"> ● Student supervision duties (e.g. at break or lunch) as directed by day to day or line management. ● To be able to carry out basic First Aid as and when required to keep First Aid training up to date. ● Contribute to School Improvement Plan targets ● Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's Performance Management processes.
Notwithstanding the detail in this job description, in accordance with the School/Trust's Flexibility Policy, the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.	

Trust expectations for all employees

- To comply with and uphold, in all respects, the Trust's code of practice on equality and diversity.
- To take appropriate responsibility and action for safeguarding.
- Act in accordance with the code of conduct and key policies including the Trust's Health and Safety Policy and Data Protection Policy.
- Demonstrate tact and diplomacy on all interpersonal relationships with the public, students, parents and colleagues.
- Demonstrate a commitment to continuous professional development.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the day.
- To undertake such other duties as the Trust Leader may require from time to time.

This job description is not intended to be a complete list of all duties and responsibilities of this role. The post holder may be required to carry out other duties and related tasks, the responsibility level of any other duties should not exceed those outlined above.

Note: *This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.*

Person Specification Admissions & Data Assistant		
Selection Criteria	Essential/ Desirable	Assessment
Experience		
To have experience of working to a high level of accuracy in a data or admissions role, or transferable skills to do so	E	AI
To have experience of using management information systems and/or online systems	D	AI
Experience of working with school admission data	D	AI
Experience of using a variety of IT systems and packages to provide an effective and efficient administrative service	E	AI
Qualifications/Training		
Good general education to GCSE or equivalent, including Maths and English, at grade C or above	E	A
Qualification in the use of IT packages eg CLAIT, ECDL	D	A
A willingness to undertake training to obtain the necessary skills and knowledge for the role	E	AI
Knowledge/Skills		
Good communication skills – able to work with all school and external stakeholders	E	AI
A high level of organisational skill, including the ability to work independently and collaboratively to support the work of colleagues and meet deadlines.	E	AI
A high attention to detail	E	AI
Strong problem-solving skills; ability to identify, investigate and resolve discrepancies and issues	E	AI
Knowledge of GDPR and legislation surrounding the safeguarding of children	E	AI
Behavioural Attributes		
Able to prioritise work and manage multiple tasks and projects simultaneously	E	AI
Able to deal with sensitive information in a confidential manner	E	AI
Flexibility and willingness to adapt to changing needs of the school	E	AI
Ability to remain calm and work well under pressure	E	AI
Professional appearance and manner	E	I
Ability to work effectively either unsupervised or as part of a team	E	AI
Punctual and reliable	E	AI
Other		
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people	E	AI
Enjoys seeing young people learn in a positive climate and is committed to ensuring all students are supported in making progress	E	AI
Committed to own personal and professional development	E	AI

Assessed by: A = Application form I = Interview T = Test D = Documentary Evidence