

	Job Description and Person Specification INTERNAL APPLICANTS ONLY	 Inspire Trust
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Post Title:	School Data and Pastoral Support Administrator
Responsible for:	To administer Pupil Records and System related procedures in line with School and Trust policy and procedures, update and maintain the staff and pupil timetables as required. As part of the wider team provide first aid and pupil attendance support.
Grade:	Band F, 37 hours per week, term time plus 8 Directed Days (required to work and 200 days per year as directed) Actual Salary £20,247 to £21,485

Main Purpose of Job

The post holder will carry out a range of administrative duties as set out below. All posts include cross school duties.

This is a uniformed post and uniform will be provided.

All postholders at Oakwood High School and the Trust are required to work at their designated level to support the implementation of School and Trust policies and procedures to achieve key targets. These targets are reviewed annually and adapted to meet the needs of our pupils.

The post holder will work in collaboration with a range of staff across the School and Trust in the discharge of their duties and will at all times work within and contribute to the legal, regulatory and policy frameworks of the School and wider Trust.

Excellent standards of behaviour, respect and learning depend upon the ‘tone’ set by all members of the Trust community. We build upon our strengths – together!

All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. We are all aiming for operational excellence.

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all schools/college working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post or the lead responsibility for an activity lies with another member of staff this is stated and will be expanded on in the Operational Schedule (or procedures) for this post.

Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers and volunteers to share this commitment.

Main Duties of the Post (including Leadership, Accountabilities and Operational Activities).

A = Accountability (which means being responsible for something to somebody)

L = Leadership (guide, direct and influence the outcomes of)

O = Operational (day-to-day management and control of these activities)

1. Role Specific Duties and Responsibilities

1.1	Data Administration and Management	A	L	O
1.1.1	Working with the Pastoral Support Team (PST) under the guidance of MRE SLT to establish the detailed Operational Schedule for Pupil Records and Pastoral Support which will include procedures and outputs. This will be attached to the post holders' Service Delivery Plan for performance review.	✓	✓	✓
1.1.2	To administer Pupil Records including: a) Securing data collection forms and other relevant records and entry of the data to SIMS. b) Ensure data is reviewed by parent and quality checked at least annually. Update records as changes are reported. c) Update all links (siblings, etc.) Ensuring security of data and compliance with data protection and privacy laws, school policy and procedure.	✓	✓	✓
1.1.3	Liaise with feeder schools to ensure the transition of accurate and timely personal and assessment information for year 6 to 7 transition and all migrating pupils.	✓	✓	✓
1.1.4	Organise the visit by the school photographer ensuring all pupils have their photograph taken and that this is transferred to SIMS at the earliest opportunity.	✓	✓	✓
1.1.5	To complete and return the Educational Welfare Movement Return each month. This will provide the Principal Officer for Appeals and Fair Access with the pupil numbers in each year group.	✓	✓	✓
1.1.6	Complete the School Census return to the DfE in a timely fashion ensuring the data submitted is accurate. Assist in the issue of ULN numbers as part of the census process.	✓	✓	✓
1.1.7	Liaising with Capita directly to resolve any issues that prevent effective usage of SIMS.	✓	✓	✓
1.1.8	To maintain and update the School's Academic Management system. Working with staff on pupil academic movement.	✓	✓	✓
1.1.9	To provide administrative support for pupil admissions in line with statutory requirements and school policy and procedures as directed.	✓	✓	✓
1.2	Admissions			
1.2.1	Working with the PST under the guidance of MRE SLT establish the detailed operational schedule and procedures for the admission of pupils. This will be attached to the post holders' Service Delivery Plan for performance review.	✓	✓	✓

	1.2.2	Liaison with the Local Authority regarding all aspects of admissions including new admissions and migration of pupils (new starters and leavers).	✓	✓	✓
	1.2.3	Liaise with previous school to facilitate data transfer and to obtain current assessment levels to ensure suitable class placement.	✓	✓	✓
	1.2.4	Assist in the drafting of objection letters for admissions as appropriate.	✓	✓	✓
	1.2.5	To provide support for the drafting and updating of Admissions related policies and procedures.	✓	✓	✓
	1.2.6	Arrange and attend admission meetings as required.	✓	✓	✓
	1.2.7	Look at the availability of Option subjects for the admission of pupils in Y9-11.	✓	✓	✓
1.3	Pastoral Academic Services				
	1.3.1	Liaise with HoH to identify which members of staff are available to take over a tutor group at the start and during the academic year.			✓
	1.3.2	Provide HoH with the efficient administration of weekly sheets, pupil graduation, prom night and rewards events. This includes management and reporting of all Graduation/Prom points including the Prom contract.	✓	✓	✓
	1.3.3	To manage the reporting and communication to parents and staff of the House Detention System.			✓
	1.3.4	Communicate Pastoral entries for the School Diary to the school Communications Officer.			✓
	1.3.5	Minute the weekly ARC meeting and maintain access to the shared drive action plan.	✓	✓	✓
	1.3.6	Obtaining and collating information required for statemented pupils for their annual review, minuting reviews and distributing reviews.	✓	✓	✓
	1.3.7	Administration of exclusions which includes: a) Logging exclusion on G4S and SIMS b) Issuing letters to parents/carers c) Liaising with Local Authority d) Reporting of exclusions (HT, SLT, HoH, Governors)	✓	✓	✓
	1.3.8	Liaise with the Data Manager and SWI to develop, deliver and embed exclusion, reward / consequences and other reports to support the work of the School and Trust.			✓
	1.3.9	Provide occasional cover for attendance and first aid as directed to enable support for the wider team.			✓
	1.3.10	Support HoH in organising the appointment times, letters and pastoral data for Behaviour/Governor Panel meetings.			✓
1.4	Timetabling				
	1.4.1	Work on the construction of the timetable, rooming and staffing to input into SIMS liaising with relevant staff as appropriate.	✓	✓	✓
	1.4.2	To manage accurate group lists reflecting timetable groupings used by the timetable programme.	✓	✓	✓
	1.4.3	Liaise with relevant staff to create timetables for new starters or adjust timetables mid-year at the request of HOH or SLT.	✓	✓	✓
	1.4.4	Manage and update tutor groups allocation negotiating with HOH.	✓	✓	✓

	1.4.5	Set up on a yearly basis, new academic and pastoral databases to be built and worked on throughout the year.	✓	✓	✓
	1.4.6	Ensure mid-year updates/changes to the timetable are made promptly so the changes can be reflected in Go 4 Schools.	✓	✓	✓
1.5	Attendance and First Aid				
	1.5.11	To provide on a daily basis the full range of first aid support, this includes the development and application of medical needs assessments and where appropriate basic and routine care for pupils.	✓		✓
	1.5.12	To provide on a daily basis administrative and organisational support for the full range of attendance services.	✓		✓

2	General				
2.1	Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.				
2.2	All employees will be asked to work at their level on pupil interventions to meet the needs and targets of the Trust. For support staff this will include First Aid (training will be provided).				
2.3	Be aware of and support differences and ensure all pupils and staff have equal access to opportunities to learn and develop.				
2.4	Participate and contribute to Appraisal and the development of Service Delivery Plans and Operational Schedules.				
2.5	All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal Training and Planning events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.				
2.6	Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.				
2.7	Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.				
2.8	Establish constructive relationships and communicate with others (inside and external to the Trust).				
2.9	Organise and support Academy and Trust events as requested.				
2.10	Any other reasonable and appropriate duties as directed by Senior Staff at any Trust Academy.				
2.11	All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all.				

Person Specification

Post: School Data and Pastoral Support Administrator

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, other workers and volunteers to share this commitment.

		Essential / Desirable	Method of Assessment
1	Qualifications / Training / Experience		
1.1	GCSE A*-C in Mathematics, English and hold a qualification at A 'level or equivalent	✓	AF/CQ
1.2	Educated to degree level in a relevant subject or holding an education specific administration qualification.	Desirable	AF/CQ
1.3	Evidence of experience and success of managing and delivering a wide range of School Administration and Pupil Data Services.	✓	AF/I/R
1.4	First Aid at work certificated or willing to undertaken and successfully achieve this and refresh routinely.	✓	AF/I/CQ
2	Skills and Aptitudes		
2.1	Evidence of use of SIMs and or transferrable skills relating to the maintenance, operation, application and development of other similar data systems. The candidate must be data and systems confident and willing to adapt to suite change system needs.	✓	AF/I/R/OT
2.2	Ability to relate well to, respect and respond appropriately to pupils and staff and act as a role model at all times. Our pupils are at the heart of everything we do.	✓	AF/I/R/OT
2.3	The ability to work within recognised procedures and respond to unexpected problems and situations.	✓	AF/I/R/OT
2.4	Be able to evidence the following to a high standard: Numeracy, Communication skills, Organisational Skills, Administrative Skills, IT and Data Skills	✓	AF/CQ/R/I/OT
2.5	Ability to deal with confidential and sensitive information with tact and discretion applying data protection and data sensitivity principles at all times.	✓	AF/CQ/R/I/OT
2.6	Have the ability to consider and seek out all relevant information and present balance and sound reasoning to sensitive issues.		AF/I/R/OT
2.7	Working knowledge of relevant policies/codes of practice/legislation relating to School Administration and Pupil Data issues and requirements.	✓	AF/I/R/OT
2.8	Evidence of and ability to conduct process review and develop efficient and effective services and procedures	✓	AF/I/R/OT
2.9	Ability to react in a calm and appropriate manner to emerging situations for example in first aid calls.	✓	AF/I/R/OT
3	Mandatory Requirements		
3.1	A DBS check at an enhanced level must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.	✓	DBS Check
3.2	Education posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓	AF/R
3.3	References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓	AF/R

4	Physical Requirements		
4.1	Health and physical capacity for the role.	✓	I, R
4.2	A good attendance record in current employment, (not including absences resulting from disability)	✓	I, R

5. Effective Behaviours

The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.

5	Effective Behaviours	Method of Assessment
5.1	Managing self and personal skills: Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.	A/I/R/OT
5.2	Delivering excellent service: Providing the best quality service to all pupils and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.	A/I/R/OT
5.3	Finding innovative solutions: Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.	A/I/R/OT
5.4	Embracing change: Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.	A/I/R/OT
5.5	Using resources: Making effective use of available resources including people, information, networks and budgets. Being aware of the financial position of the Trust and impact of decisions on this.	A/I/R/OT
5.6	Engaging with the big picture: Seeing the work that you do in the context of the bigger picture e.g. in the context of what the Trust is striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. Appreciating the role of others, their impact on you and your impact on them.	A/I/R/OT
5.7	Developing self and others: Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the Trust.	A/I/R/OT
5.8	Working with people: Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.	A/I/R/OT
5.9	Achieving results: Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.	A/I/R/OT

Key to abbreviations: **AF** Application Form, **R** References, **I** Interview, **CQ** Certificate of Qualification, **OT** Occupational Testing, **DBS** Disclosure and Barring Service Check

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.