Ben Jonson Primary School

JOB DESCRIPTION

DIRECTORATE: **Education**	**NAME OF SCHOOL:** **Ben Jonson Primary School**
POST TITLE: **Pupil Data/Admissions Officer**	**GRADE: Scale 4**

RESPONSIBLE TO: Headteacher

PURPOSE OF THE JOB

- To work as part of the administrative team supporting the school in achieving its vision and objectives by providing administrative support and managing the school's data.

KNOWLEDGE AND UNDERSTANDING

- Must have an understanding of the purpose of primary education and knowledge of priorities in schools
- An understanding of the responsibilities of senior leaders and teaching staff in schools
- Skills in managing the school MIS system ARBOR and other data systems e.g. Excel, ARBOR
- Effective oral & written communication skills.

MAJOR DUTIES AND RESPONSIBILITIES

Data and records management

- Maintain the school MIS and make pupil returns to the Local Authority and DfE (e.g. producing CTF files for pupil census, pupil level data, end of KS2 statutory updates EYFS, KS1 and assessment)
- Input and manage pupil information on ARBOR
- Prepares information for Pupil Progress Meetings
- Responsible for all pupil records (hard copy and electronic files, CTF), including at admissions and transfers to other schools
- Maintain and update records of parental consent (GDPR)
- End of year procedures on ARBOR including pupil roll over to new academic year
- Prepare and deliver ad hoc reports from ARBOR for external agencies. (e.g. the school nurse team/ Speech and Language Therapists)
- Input and manage pupils' attainment and progress data on ARBOR
- Produce reports for SLT regarding assessment levels after input

Pupil Premium

- Check Pupil Premium/Free School Meals applications
- Lead on any pupil premium checks, encouraging all parents to fill out appropriate forms and follow up where needed
- Liaise with Tower Hamlets Benefits Section by sending regular updates on Pupil Premium
- Update ARBOR with changes to Free School Meals and Pupil Premium information

Admissions/Exclusions

- Manage all pupil admissions, reception and mid-phase entries and leavers including secondary transfer
- Update and oversee the Local Authorities online portal SAMS
- Manage relationships and liaise with the local authority, other schools and wider members of staff on all admissions and leavers
- Manage transfer of pupil information and data between schools (paper files and electronic files)
- Arrange parents' welcome meetings including Reception/Nursery in-take and the in-year intake
- Create and update application packs/ parent information packs
- Arrange and manage all home visits
- Liaise with Local Authority regarding fixed term exclusions and record all exclusions on ARBOR

PA to Headteacher

Manage a range of administrative tasks that directly support the Headteacher and ensure that their time can be focused appropriately on educational and pastoral issues. These tasks will include, but will not be limited to:

- Managing the Headteacher's diary and acting as their gatekeeper, re-directing people and issues that ought to be dealt with elsewhere to their appropriate destination whilst ensuring that sensitive and potentially important issues are flagged appropriately and separately to the Headteacher.
- Offering administrative support to the Governing Body.
- Support effective governance of the school by preparation of meeting agendas, preparation and collation of papers for meetings, scheduling meetings and ensuring school policies are reviewed by governors at the correct frequency.
- To independently manage and maintain professional working relationships with the local authority, external Headteachers, clients and agencies on behalf of the Headteacher/school.

Professional Characteristics

- Commitment to the well-being and progress of all pupils in school
- Trustworthy with an understanding of confidentiality
- Willingness to work as part of a team for a common aim and understanding that flexibility is key to successful outcomes
- Adapt and learn new skills on ARBOR via training sessions

Organisational Details

- Take part in the corporate life of the school, such as attending special events and celebrations
- Participate in the performance management process.
- To be able to adapt to the continuing changes and priorities of school.

OTHER DUTIES AND RESPONSIBILITIES

- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy.
- Assist the school by promoting and maintaining good relationships with pupils, staff, governors, parents, and external agencies in order to promote the objectives of the school
- Provide hospitality and refreshments for visitors and parents if necessary.
- General correspondence of a routine nature.
- Providing initial/basic training on using ARBOR/ ARBOR update to admin staff and teachers
- Deal with front line enquiries from parents/carers, pupils, staff and members of the public.
- To undertake other reasonable duties commensurate with the grade of the post as directed by the manager or senior team and relevant to the post.

PERFORMANCE MANAGEMENT

Performance management assessment will be based on the responsibilities listed above and judgments will be made against these as part of the school's performance management/appraisal cycle.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

EQUAL OPPORTUNITY

To ensure equality of opportunity for all and to oppose strongly any form of discrimination.

SAFEGUARDING CHILDREN

Ben Jonson Primary School is committed to safeguarding and promoting the welfare of all children and expects all members of staff to share this commitment.

The above job description was agreed on …… (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

_____Signed by (Post holder)

_____Signed by (Headteacher)