



# GRAYS CONVENT HIGH SCHOOL

## JOB DESCRIPTION

**JOB TITLE:** School Pupil Data and Admissions Manager

**GRADE:** Band 4

**RESPONSIBLE TO:** Deputy Headteacher

**KEY LIAISON WITH:** Teachers, Administration Staff, Pupils

### **JOB PURPOSE**

- ✓ To manage school admissions and the school admissions/appeals process throughout the school, ensuring that the school's admissions criteria is adhered to and all deadlines are met.
- ✓ To support the management of transition from Year 6 to 7
- ✓ To manage the statutory and school-based collection of data to deadlines, and prepare electronic and paper-based reports for staff, pupils, parents and outside agencies
- ✓ To manage and maintain a full database of pupil records on the whole school management information system (SIMS)
- ✓ To provide First aid when needed

### **ACCOUNTABILITIES**

- To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standards of conduct which prevent discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health & Safety at Work Act 1974 etc, the School's Health & Safety Policy and all locally agreed safe methods of work.
- To participate in employee development and training and Performance Management and contribute to the identification of own team development needs.
- To be committed to safeguarding and promoting the welfare of children and young people. The school expects all staff and volunteers to share this commitment.

### **JOB SPECIFICATION**

This is a key post within the school which requires dedication and a highly efficient and responsible approach. The post therefore calls for the ability to work on one's own, to work with a high degree of accuracy within a statutory framework and to use judgement and initiative. The ability to remain calm and controlled under the pressures of working in a very demanding and constantly changing environment is also essential. This will require some flexibility in working hours and styles and a willingness to undertake training to meet the varying demands of the role

## **PRINCIPALTASKS**

### **Maintain all administration duties of the School's Admissions process; including Open Evenings, Taster Days and Transition/Induction Week and Year 11 Leavers**

- Ensure the timely publication of the school open evening dates.
- Ensure sufficient stock and equipment is in place for all events.
- Maintain all Admissions procedures on SAM (School Admissions Module) to comply with legislation concerning school admissions and ensure that all deadline dates are adhered to.
- Upload and maintain all records on SIMs- baseline data, free school meals, new pupils etc.
- Liaise with outside agencies regarding data, such as free school meals, and distribute relevant materials from this, Free school meal cards
- Contact other schools when pupils transfer to the School, in order to gain pupil records including those regarding assessment, and ensure the same for 'leaver' records.
- Develop the links with local schools and the Local authority in order to make the process of transferring pupil records as efficient as possible.
- Produce, collate and distribute the Agenda and papers, including the Minutes of the previous meeting for the Admissions Committee, ensuring all recipients receive them at least seven clear days, and preferably ten days before the meeting, and take minutes of the Governor admission meeting.
- Produce well informed reports for the Headteacher prior to Governor meetings.
- Co-ordinate the administration of the School's Admission Appeals process.
- Liaise with relevant Heads of key stage on admissions, including in -year admissions through the inclusion/ IFAP panel
- Attend meetings and training sessions as required: PQBS
- Prepare and return the Pupil Census
- To attend professional training as appropriate.
- Be involved in extracurricular activities, e.g. Open Evenings, presentations evenings and Year 6 Information evening
- Ensure all pupils records are maintained in line with GRPR requirements and retention schedules.
- Deal with all reference requests for ex-students from Colleges and work places, ensuring completion of leavers forms from Form Tutors/Head of key Stage are completed prior to Year 11 leaving

### **Administering the schools MIS (SIMS) identifying and implementing ways in which it can be used more effectively to aid school intelligence and performance and:**

- To manage the statutory and school-based collection of data to deadlines, and prepare electronic and paper-based reports for staff, pupils, parents and outside agencies.
- Prepare and update electronic mark sheets for collecting assessment data in line with the school assessment cycle and as and when required.
- Create, check and print progress check reports for parents as part of the school assessment cycle and as required.
- Collate and upload admissions data, primarily for those joining in year 7 but also for 'in year admissions' as required.

**Ensuring that the school meets the GDPR requirements with regards to pupil data.**

- Keep both new staff and parents of new students informed on what specific data is held by the school, why it is held and where.
- Ensure stored data is relevant to the schools requirements and limited to what is necessary.
- Ensure that data changes are updated accurately, timely and removed when no longer required- including repository storage according to GDPR retention dates.
- Any data breaches by staff to be reported to the school Data Protection Officer who will report to the ICO.

**Working with staff at all levels and governors of the school to monitor and report on school performance using accurate and relevant data held within the MIS.**

- To ensure that all school census returns are completed accurately and in a timely manner.

**Where required support the Exams Officer in ensuring that all procedures and routines relating to examinations are in place and ensure that the school provides the best possible examination experiences to enhance progress.**

- Support the central recording of student assessments and the process of target-setting.
- Support the Exams Officer in the setting up of exams if required using the SIMS software to administer student data for national tests, public examinations and internal school examinations.

**Undertake any other duties of a similar level and responsibility as may be required by the Headteacher/Office Manager or Senior Leader.**

**HEALTH & SAFETY**

- Undergo Basic First Aid training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

**Other duties:** The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties, which may be required from time to time. Any such duties should not however substantially change the general character of the post.

**Child Protection:** The post holder is responsible for promoting and safeguarding the welfare of children and young people for whom he/she is responsible or with whom he/she comes into contact

**Any other duties reasonably expected to be undertaken by a post holder at this level.**

**This job profile has been discussed and agreed between the employee and their manager. It reflects the key areas of accountability for the post holder.**

**Both parties recognise that a job description does not encompass everything a post holder is required to do and that the needs of the School will change over a period of time.**

**Confirmation of discussion and agreement between the Headteacher and employee that this represents the role of the employee.**

<b>Employee</b>	<b>Headteacher</b>
<b>Name</b>	<b>Name</b>
<b>Signed</b>	<b>Signed</b>
<b>Date</b>	<b>Date</b>