



Sharples School Job Description

Post Title:	Data Administration Assistant
Salary	Grade D
Hours	Term Time only plus 6 days (some of which to be worked during the summer break). 27.5 hours per week
Responsible to:	Data Manager/Senior Director of Subject - Data
Primary Purpose	Under the direction of the Data Manager and Senior Director of Subject for Data, the postholder will provide full administrative support for a range of school data processes.

Main Duties

1. Admissions and Transition

Administration of the admissions process for the school, including liaising with Local Authority Admissions staff, verifying information received from parents on their applications and ranking applications on the Council's portal in accordance with the School's Admission Policy.

Assisting in the allocation of places from the waiting list for Year 7 pupils.

To support the Data Manager with Year 6 into 7, and mid-year admissions and roll removals within the Management Information System (MIS) e.g. transferring CTF files, as well as assist in the allocation of places from the Waiting List for Year 7 pupils.

Support and assistance for families during the transition process into the school, and attend appropriate events e.g. Transition Helpdesk Evening for new parents

Ensuring full and accurate information is obtained and recorded from parents and Primary schools

To provide support in the recording of biometric information for Year 7 pupils.

2. Pupil Data

To ensure an accurate record is kept on the school's MIS for all pupils e.g. processing changes to contact details, FSM entitlement.

Maintain accurate records of pupil entitlement to free school meals on Bromcom, and ensure appropriate evidence is obtained and filed, using the Council's Portal and liaising with the Council's Benefits Team.

To support arrangements for School Photographs each year, and their upload to the school MIS.

To assist in timetabling aspects of the school data processing e.g. assignment of pupils to classes throughout the year.

To provide support to the Data Manager and Senior DoS - Data in coordinating the data collection cycle, which includes managing the input, analysis and reporting of progress data and information.

To support the Senior DoS Data with the production of data analyses across the school e.g. weekly Achievement Points report, weekly attendance and punctuality data

To provide support to the School Data Manager and the Senior DoS - Data in the administration and analysis of any other school data and information as required.

3. General Administration

- Support the wider administration team in providing administrative and data support as required including, e.g., word processing, data inputting, spreadsheets, emailing, filing, photocopying and all other appropriate admin tasks.
- Accurately maintain manual and computerised records/management information systems (MIS) as appropriate.
- Produce letters, documents and reports as directed e.g. mail merges, producing minutes, event registers etc
- Extract and accurately input information into MIS as requested i.e. Bromcom data/MCAS.
- Liaise with senior management, external agencies, colleagues and parents as required.
- Preparation of information for school publicity, documentation and communication to parents, both electronically and in paper format.

4. Other Responsibilities

- Maintain a high level of confidentiality and discretion at all times
- Be aware of, and comply with, policies, procedures and codes of practice relating to safeguarding/child protection, health and safety, security, confidentiality, customer care, ICT, Finance, data protection and anti-bullying, reporting all concerns to an appropriate person.
- Maintain high standards in own attendance and punctuality.
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Assist pupils with queries and concerns in line with school policy and procedure.
- Participate fully in staff training and development opportunities including attendance at staff meetings and to work to continually improve own/ team performance and that of the school, sharing skills and expertise with others as required.
- Provide support to the school outside of school hours as required for Academy events.
- To take a pro-active approach to health and safety, and actively contribute to the security of the school to minimise and mitigate potential hazards and risks i.e challenge a stranger on the premises.

7. Organisational Competencies

- **Customer Care** - To provide quality services to meet the needs of parents and pupils. To give them the opportunity to comment or complain if they need to. To work with parents and pupils and do what needs to be done to meet their needs. To inform your manager about what they say in relation to the services delivered.
- **Develop oneself and others** - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others.
- **Valuing Diversity** - To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Date Job Description prepared/updated by: Ms C Molyneux, Headteacher, September 2025

Agreed by post holder: _____ Date: _____

PERSON SPECIFICATION

Job Title

Administration Assistant – Grade D

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1. Qualifications/Training		
1.1	Literacy and Numeracy skills equivalent to Level 2 of the National Qualifications & Credit Framework or GCSE Grade A-C in Maths and English.	Application Form/Certificates/ Task
2. Skills/Knowledge/Experience		
2.1	Practical experience of using a range of IT packages e.g. Microsoft Suite, Google docs/email.	Application form/Interview/ References/Task
2.2	Enhanced and demonstrable experience of Excel.	
2.3	Intermediate skills in the use of spreadsheets i.e. using formulas, look up functions etc.	
2.4	In depth and detailed experience of using Management Information Systems (MIS), including extraction of data.	
2.5	Good organisational skills including the ability to work flexibly and adapt to changing workload demands and new workplace challenges.	
2.6	Experience of working within a busy administrative office environment.	
2.7	Experience of handling and maintaining confidential information.	
2.8	Excellent time management skills and the ability to follow procedures and instructions, use own initiative and prioritise workload, with limited direct supervision.	
2.9	Desire to learn and use own initiative to develop skills.	
2.10	Ability to self-evaluate learning needs and actively seek learning opportunities.	
2.11	Work constructively as part of a team to meet deadlines and achieve goals, and an understanding of school roles and responsibilities and your own position within these.	
2.12	Ability to accurately and efficiently input data into systems and retrieve and collate inf	
2.13	Ability to relate well to children and adults.	
2.14	A good working knowledge of spreadsheets, databases, word processing (mail merge experience is essential) to produce letters, documents, reports and other communications e.g. emails and an aptitude to work with other software.	
2.15	Excellent communication skills and experience of delivering polite, courteous, and efficient customer service appropriately through all media i.e in person, and via telephone or email.	
2.16	Excellent literacy skills, including spelling, grammar and punctuation, to compose letters, documents and communications of your own and review and amend those of others.	
2.17	Understanding of Equal Opportunities and inclusion and how these apply in a school setting.	
2.18	Ability to work accurately, paying attention to detail and a drive to achieve quality in all aspects of the role.	
2.19	Understanding the importance of safeguarding/child protection when working in a school setting.	

3. Work Related Circumstances		
3.1	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.	Application form/Interview/References
3.2	Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.	
3.3	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.	
3.4	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.	
3.5	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning.	
3.6	Able to improve their own practice through observations, evaluations and discussion with colleagues.	
3.7	Ability to attend events and meetings out of normal working hours.	
3.8	Willingness to participate in relevant training and development opportunities.	Application form/Interview/References
3.9	This post is subject to enhanced disclosure from the Disclosure and Barring Service.	

4. Organisational		
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4.1	Customer Care - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	Application form/Interview/References
4.2	Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantages.	
4.3	Developing Self and Others - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others.	

DESIRABLE REQUIREMENTS

1. Skills/Knowledge/Experience		
1.1	Experience of Office Administration/Business Support within a school.	Application form/Interview/References
1.3	Experience of handling sensitive, emotional and difficult situations with parents, colleagues, customers and suppliers.	
1.4	High level administrative skills, including data input.	
1.5	Knowledge of data protection and the importance of keeping information confidential when dealing with children and young people.	