

Job Description	
<p>Data Officer</p> <p>Grade 2 Scp 2-4 (pro-rated for part time and term time only)</p>	<p>School:</p> <p>Heymann Primary & Nursery School</p>
<p>Job Purpose To work under the guidance of the School Business Manager and the Head Teacher to maintain data.</p>	
<p>Key Responsibilities</p> <p>Admissions</p> <ol style="list-style-type: none"> 1. Deal with enquiries from potential new admissions by phone and e-mail, liaising with the Trust Administrator as required. 2. Arrange school visits and meetings with the Head Teacher for new starters. 3. Complete necessary paperwork and ensure all information is held. 4. Obtain information from the child's previous school (in year starters). 5. Input all new children onto Scholarpack. 6. Advertise our open day and distribute information. 7. Arrange communications with new parents (offer pack; new parent meeting pack). 8. Chase allocated and not accepted places. <p>Leavers</p> <ol style="list-style-type: none"> 9. Obtain written notification from families and contact new school when started. 10. Send files to new school. 11. Remove from Scholarpack. 12. Arrange sending files to Secondary Schools. <p>Attendance</p> <ol style="list-style-type: none"> 13. Review leave of absence requests and issue replies. 14. Issue attendance letters. 15. Carry out register audits. 	



Data

16. Complete returns – Census, Early years headcount, CME, LAC.
17. Complete year end on Scholarpack and School Money.
18. Produce reports as required.
19. Maintain children's data on Scholarpack (including permissions).
20. Issue certificates (e.g. 100% attendance, Achiever of the Year, Achiever of the Term, Dustpan & brush).
21. Produce report for Achiever of the term/year and check against previous years. Update onto Scholarpack.
22. Promote children to new classes for moving up days and produce registers etc.

School Dinners

23. Oversee on School Money and chase overdue money.
24. Help with process for Free School Meals and update School money/Scholarpack.

General Responsibilities:

25. Being aware of and comply with Trust and school policy and procedures particularly in respect of Child Protection and Health and Safety
26. Contributing to the overall ethos/work/aims of the Trust and its schools
27. Attending relevant meetings as required
28. Participating in training and other learning activities and performance development as required
29. Ensure that confidentiality and GDPR is at the forefront of work carried out

Person Specification

Knowledge and Qualifications

- A good, general level of education
- A good standard of literacy for all written communications
- Good ICT skills including with Word, Excel and BMS (working knowledge of Scholarpack is desirable)

Experience (desirable)

- Experience of working in a school in an administrative role
- Experience of creating administrative systems and processes, or improving them
- Experience of working with children

Personal skills and general competencies

- Ability to communicate effectively
- Ability to input data accurately and in a timely fashion
- Ability to work within administrative procedures
- Excellent interpersonal skills, including with children
- Strong time management and organisational skills

