



HAMPSTEAD SCHOOL
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ADMISSIONS & DATA OFFICER APPLICATION PACK



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Admissions & Data Officer

Full time (52 weeks)

Grade SO1

£30,879

To start as soon as possible

We are seeking a highly motivated and inspirational person to take up this position in our progressive and dynamic school. You will be responsible for managing the administration for Admissions and various day-to-day data tasks for the school, provide support to colleagues, as well as the preparation and co-ordinating of materials related to admissions.

You should:

- Be fully competent in using a variety of software packages including SIMS and conversant with the Admissions process
- Be a team player with excellent communication skills
- Be enthusiastic and optimistic in your approach to personal development
- Be highly literate with attention to detail

The school is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

Closing date for applications: Monday 25 March 2019 at 0900

Interviews will be held on Tuesday 26 March 2019

For details and an application form, please see the school website or email specifying which post you are interested in.

11 – 19 Mixed Comprehensive N.O.R: 1250

Westbere Road, London, NW2 3RT - Head: Jacques Szemalikowski

Tel: 020 7794 8133

Email: vacancies@hampsteadschool.org.uk

Website: www.hampsteadschool.org.uk





JOB PROFILE

Hampstead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

POST TITLE:	ADMISSIONS & DATA OFFICER
Grade	SO1 52 weeks
Purpose:	<ul style="list-style-type: none"> • To work with the Data Manager to ensure the quality of the school's data and the smooth running of the Management Information Systems (MIS) including SIMS • To be responsible for the administration associated with transition and in-year admissions • To be responsible for monitoring text and e-mail communication system • To administer census, LA and DfE returns in collaboration with the Data Manager • To be responsible for the administration associated with free school meals and ParentPay • To be a member of the Administration Team and to contribute to the development of whole school administration and to assist with its delivery
Staff Supervised	None
Direct Reporting :	Data Manager
Core Duties	<ul style="list-style-type: none"> • To be responsible for inputting and maintaining student registration data on SIMS/MIS. This includes/ can include secondary transfer, Sixth Form and in-year admissions. • To work closely with the Data Manager to ensure the Census is completed and returned in a timely manner • To be responsible for the administration associated with transition working closely with SLT and Head of Year • To be responsible for Admissions and associated administration • To maintain efficient liaison with Camden regarding student admissions and appeals. • To enter student timetables and other aspects of assessment data • To create and produce MIS reports as required for school and statistical purposes. • To assist with planning for and producing data returns for DfE and Camden. • To assist with MIS procedures for beginning and end of the academic year. • To deal with queries about MIS systems including system errors, timetables and assessment data. • To ensure that the system for the administration of free school meals and ParentPay is efficiently implemented • To carefully monitor the school's text messaging and e-mail system to ensure its efficient use • To support and train other staff in their use of MIS systems • To further develop the use of MIS to support school processes. • To undertake any other duties that may be required, as directed by line manager.
Data Protection	<ul style="list-style-type: none"> • To maintain confidentiality in relation to Data Protection and General Data Protection Regulations (GDPR)
Operational & Strategic Planning	<ul style="list-style-type: none"> • To support the school with its delivery within the context of Workforce Remodelling • To implement procedures to ensure the smooth running of the school's administrative service • To assist with the implementation of whole school policies and procedures

Service Delivery	<ul style="list-style-type: none"> The post holder would be expected to assist with the co-ordination and take an active part in the delivery of the whole school administrative needs in order to meet required deadlines.
Human Resources	<ul style="list-style-type: none"> To support the SLT with the delivery of the administrative needs of the school
Quality Assurance:	<ul style="list-style-type: none"> To ensure the effective operation of quality assurance systems To establish and follow standard operating procedures To monitor and evaluate progress in line with School procedures for evaluation against quality standards and performance criteria
Management Information:	<ul style="list-style-type: none"> To maintain accurate and up-to-date information To produce reports within the quality assurance cycle
Communications & Service Orientation:	<ul style="list-style-type: none"> To ensure effective communication with school community To communicate and co-operate with persons or bodies outside the school and to actively promote the school's vision and ethos when doing so. To positively represent the school's views and interests To contribute to school publications and to meetings with parents
Marketing and Liaison:	<ul style="list-style-type: none"> To contribute to school liaison and marketing activities To actively promote the school and its corporate well being
Management of Resources:	<ul style="list-style-type: none"> To manage the available resources of space, staff, money and equipment efficiently in line with the principles of "Best Value" and in line with school procedures
Additional Duties:	<ul style="list-style-type: none"> To play a full part in the life of the school community in implementing its vision, mission and ethos and support staff and students to do likewise

<p>Other Specific Duties:</p> <ul style="list-style-type: none"> To continue personal development as agreed. To be generally responsible for safeguarding and promoting the welfare of students To take the lead in courtesy to colleagues and in modelling the school ethos to visitors and callers. <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>Functional Links</p> <p>The post holder would be expected to liaise with staff at all levels as well as parents, external agencies such as the Local Authority and the Department for Education.</p> <p>Health & Safety</p> <p>The postholder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.</p> <p><i>This job profile is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.</i></p>
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March 2019



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ADMISSIONS & DATA OFFICER PERSON SPECIFICATION

Hampstead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• A good level of general education including English and Maths• Enhanced DBS check associated with ability to promote safeguarding of children	<ul style="list-style-type: none">• First Aid
Experience	<ul style="list-style-type: none">• Using Microsoft Office Programs and databases• Experience with using SIMS• Experience of the Admissions process• Using a range of office equipment• Planning and organising meetings• Team working	Knowledge of Data Protection and GDPR
Ability/ Skills	<ul style="list-style-type: none">• Ability to develop effective and efficient systems• Strong interpersonal skills• Ability to make effective use of ICT• Excellent verbal and written communication for dealing with young people, parents, staff external agencies• Diplomacy and tact to be able to deal with the above• Excellent organisational skills• Attention to detail• Ability to build effective working relationships at all levels• Ability to work effectively with young people, parents and other professionals• Ability to prepare and maintain accurate and complete records	<ul style="list-style-type: none">• Willingness to acquire new skills as appropriate• Ability to work independently and to prioritise work
Equal Opportunities	Commitment to Equal Opportunities and the community ethos of the school.	
Disposition	<ul style="list-style-type: none">• A sense of perspective and manifest enthusiasm• Ability to work hard and prioritise within competing deadlines• A commitment to teamwork and collaboration.• Exemplary record of attendance and punctuality	<ul style="list-style-type: none">• Resourcefulness, flexibility and adaptability• Ability to create and maintain good relationships and work effectively with people at different levels