

JOB PROFILE			
<b>Job Title:</b>	Data and Exams Admin Officer	<b>School/Department:</b>	Harrogate Grammar School
<b>Salary Grade:</b>	Salary band 6 SCP 5-8 FTE (£19,650-20,852) Actual £17,590	<b>Working Hours:</b>	37 hours a week, perm 8.30 – 4.30 Mon – Thurs 8.30 – 4.00 Fri
<b>Contract Type:</b>	Permanent. Term Time Only plus 2 weeks	<b>Location:</b>	Harrogate
<b>Responsible to:</b> Data and Exams Manager			
<p><b>Role summary:</b></p> <p>Responsible for assisting with student data and reporting the work of the Data and Exams Office for our outstanding school. You would be our key MIS user, keeping a smooth flow of information from external agencies and other sources.</p> <p><b>Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.</b></p>			
<p><b>Special conditions of service:</b></p> <p>No smoking policy, including e-cigarettes.</p> <p>Occasional requirement to work outside of school hours and off school premises</p>			
<p><b>Role specific responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Routines associated with student records, to differing audiences, including progress grades and reports in varying formats.</li> <li>• The creation and amendment of student timetables.</li> <li>• Distribution of student achievement information to relevant audiences.</li> <li>• Processing of assessment records on data bases, including progress grades and statistical information in varying formats.</li> <li>• Dealing with parents, students and staff for routine record maintenance, including correspondence by telephone, email and letters.</li> <li>• The processing/recording of time critical data recording/input associated with student administration</li> <li>• Supporting the Exam administration at key times across the year.</li> <li>• To be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person. To follow the school's policy in relation to working with young people.</li> </ul> <p><b>RK People responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required</li> </ul>			

- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile but which is in line with the general scope, grade and responsibilities of the role.

### Red Kite Mission, Values & Leadership Expectations

#### Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives

#### Our Trust Values

**Collaboration:** we pull together to get the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements – personal and collective

**Integrity:** we put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice

**Respect:** we champion equity, equality and diversity. We treat our staff, children and families and partners with respect and kindness – modelling our values and wanting the very best for each other

#### Our Leadership Expectations

**Coach your Team:** our leaders use coaching principles to support their teams to be self-aware, grow and work collaboratively

**Lead with Respect:** our ethical leaders lead with trust, integrity and show appreciation. Wellbeing and fairness are shared priorities

**Challenge for Excellence:** our leaders challenge themselves and their teams to continually grow in their role and towards their aspirations. They support an innovative approach where colleagues are encouraged to try new approaches with the aim of improvement

### PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
High level numeracy/literacy skills.	E	
Communicate effectively with staff at all levels within the school.	E	
Relate well to young people.	E	
Take initiative and work independently.	E	
Work to highest levels of accuracy.	E	
Practice and plan to ensure completion of tasks.	E	
Qualifications, Knowledge and Experience	Essential	Desirable
High level data manipulation skills	E	
Establishes good working relationships with everyone, working collaboratively and providing a positive influence on the team.	E	



Working knowledge of an MIS	E	
Experience of using data	E	
Some working knowledge of relevant policies/codes of practice and awareness of relevant legislation.		D
Working knowledge of national curriculum and other relevant learning programmes/strategies.		D
Advanced training in spreadsheets and other reporting tools		D
<b>Safeguarding and Promoting the Welfare of Students</b>	<b>Essential</b>	<b>Desirable</b>
An appropriate motivation to work with children and young people	E	
Ability to maintain appropriate relationships and personal boundaries with children and young people	E	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	E	

