



Alsager School

An Achieving School - A Caring Community

Admissions and Reporting Officer

[in line with AAAE 5292]

Required as soon as possible

Hours: 37 hours; term-time (38 weeks)

8.00 am – 4.00 pm [3.30 pm on Friday] including a half hour lunch break.

Scale: Grade 5; scp 6 - 11

Salary: £16,487 - £ 18,203 p.a. (actual salary) (Full-time equivalent: £19,698 - £21,748)

Responsible to: Assistant Headteacher (whole school performance measures)

Thank you for your enquiry about the above post. It is a full-time, part-year, permanent post and the successful applicant will join the school's highly efficient Data, Exams & Cover Team.

The team is line managed by an Assistant Headteacher and consists of an Exams Manager, a Cover Manager and this post, the Admissions and Reporting Officer, all of whom are employed full-time, part year. The working environment is friendly and busy with regular interaction with staff across the school.

The post-holder will manage and help lead on aspects of recording and reporting of pupil progress, admissions and admission appeals. Alsager has become a leader within Cheshire East in the use of data within schools.

To continue this, the post-holder will provide occasional support in developing and maintaining the School's Information Management Systems (SIMS) computer administration network and database, SISRA Analytics and in-house data systems. The post-holder will also assist in producing the termly school census collection.

Members of the team provide support for each other's roles where necessary at pressure points throughout the year: for example, providing administrative support for the Exams Manager in all aspects of work related to examinations during the examination seasons.

Finally, during periods where the Cover Manager is unavailable, you will be required to print off cover arrangements and liaise with supply staff.

The post consists of varied tasks requiring attention to detail and flexibility of mind. Periods of pressure are sustained and are often unpredictable. Nevertheless, you can be assured that support is provided, the work is stimulating and the satisfaction you are making a real difference to the school and its students.

Applicants should have a good general educational background combined with sound IT skills with good knowledge of information management systems, ideally SIMS.

Appropriate induction and in-service training will be provided when in post.

About the School:

Alsager School is a large 11-18 mixed Multi Academy Trust with 1596 pupils on roll, including approximately 318 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 90 teaching and 60 support staff.

Alsager School is a fantastic place to work with motivated and well-behaved students, a committed and experienced governing body, dedicated staff and supportive parents. Children of all abilities make impressive progress throughout the key stages. We are one of the highest performing schools in Cheshire East, and our last Ofsted in February 2016 graded the school as Outstanding in all areas.

Approximately 75% of our students are drawn from the town itself and its adjacent villages. The remainder come from towns in neighbouring Staffordshire and Cheshire, sent to us by parental choice. The school's reputation and popularity mean that in most of our year groups, we are currently oversubscribed.

I would strongly urge you to get more of a 'feel' for the life of Alsager School by visiting our website www.alsagerschool.org or arranging a visit. We hope this information will encourage you to apply.

Principal Responsibilities:

- 1 Help lead in the development of Assessment Manager to manage reporting, monitoring and assessment.
 - Design and produce report templates and marksheets to facilitate the collection of data using Assessment Manager
 - Manage all pupil data relating to pupil progress ensuring data is entered into the system and progress chase the inputting of data
 - Produce and collate reports to parents for assessment reports according to deadlines in the school calendar
 - Produce spreadsheets for SLT and staff for data analysis, monitoring, etc.
 - Training and advising staff in the use of Assessment Manager.
- 2 Assist in maintaining data integrity in SIMS.net ensuring that all pupil data is up-to-date, such as importing CTF files from the DfE's Secure Access website and supporting the collection and input of data collection sheets.
- 3 Assist with the admissions and leavers processes, including the admission of year 7 and 12 pupils and in-year admissions.
- 4 Extract pupil information from SIMS.net e.g. class lists, timetables etc.
- 5 Assist with academic management in SIMS.net e.g. Putting pupils into classes, changing classes, etc
- 6 Assist in producing termly school census returns.
- 7 Assist in training teaching and support staff in the use of SIMS.net modules
- 8 When necessary, provide administrative support to the Exams Manager for all aspects of work related to examinations in an efficient and secure manner, including: exam entries; preparation and secure storage of all exam papers; the set-up and operation of exam rooms in accordance with external exam regulations; the collection and dispatch of exam scripts and coursework, ensuring accuracy and security.
- 9 When necessary, provide support to the Cover Manager and when the Cover Manager is unavailable, print off cover arrangements from SIMS.net and liaise with any supply staff.

- 10 Be proactive over your own development and identify training opportunities to develop your overall knowledge of SIMS.net.
- 11 Develop a working knowledge of SISRA Analytics to support analysis of assessment data and assist in basic staff training.
- 12 Understand the latest performance measures (e.g. Progress 8) and how they link into assessment data inputted in order to provide basic guidance if necessary
- 13 Provide input and suggestions about how current practices can be streamlined or modernised to support wider school efficiency.

Notwithstanding the detail in this outline, in accordance with the school's flexibility policy, the job-holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

In conclusion:

To ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School can be demanding but the rewards are high in a school with strong leadership, dedicated staff, supportive parents and pleasant, friendly and highly motivated pupils. We are proud of our school's supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

Alsager School is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

How do I apply?

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School's two-part Application Form. CV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire.

Under **Employment History** it is important that you provide details of **ALL** of your previous jobs **WITHOUT ANY GAPS** including any periods when you were unemployed.

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **12 noon on Tuesday, 2nd November 2021**. Interviews are to be confirmed. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed paper application forms should be returned to:



Mrs Ashley Owen
H.R. Manager
Alsager School,
Alsager ST7 2HR

If you complete an application electronically, you can return your application via email to Mrs Owen at jobs@alsagerschool.org *NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.*

It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,

Ashley Owen
H.R. Manager

Bpi/Admissions & Reporting Officer/October 2021

Further details about the School are available from our website: www.alsagerschool.org

PERSON SPECIFICATION

Job Title: Admissions & Reporting Officer

Grade: Grade 5; SCP 6 - 11



CRITERIA	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Administrative experience of working in a busy office environment working to strict deadlines • Proven ability to communicate with people at all levels of the organization • Ability to understand and process complex data • Ability to work methodically and accurately. 	<ul style="list-style-type: none"> • Previous experience in the education field • Sound knowledge of SIMS.net, particularly Assessment Manager 7, Student Details/Office User and Curriculum Manager 7 • Experience of other SIMS.net modules, particularly Cover 7 and Examinations Organiser • Understanding of school census returns • Some knowledge or awareness of SISRA Analytics • Knowledge of school performance measures
Qualifications/ Technical skill	<ul style="list-style-type: none"> • Highly competent in the use of Microsoft Office suite of applications, particularly Microsoft Excel • Ability to analyse data and produce reports • Understanding of databases • Good standard of education including GCSE Grade C or Above Maths & English • Articulate and good eye for detail • Strong planning and organisational skills. • Willingness to undertake appropriate training 	<ul style="list-style-type: none"> • GCSE or higher qualification in IT

Personal Attributes	<ul style="list-style-type: none"> • Willingness to work co-operatively as part of a team • Ability to function under pressure, establish priorities and work to strict deadlines • Self-disciplined and methodical • Demonstrate a flexible and positive attitude to work • Personal authority • Ability to identify, recommend and implement ideas to continuously improve the department ensuring value for money and efficiency • Clear understanding of safeguarding procedures 	<ul style="list-style-type: none"> • Self confidence • Have high expectation of themselves
----------------------------	---	--

Bpi/October 2021

APPOINTMENT OF: Admissions & Reporting Officer



TERMS & CONDITIONS OF SERVICE (NJC)

Negotiating Body

The appointment is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services.

Hours of Work

The standard working week for full time employees is 37 hours worked over five days.

Salary

For employees newly appointed to the school, progression through the salary scale will be by annual increment on the anniversary of your appointment each year until the maximum point of the scale is reached.

Salary is paid in 12 equal monthly payments on the 15th day of each month, unless that falls at a weekend or Bank Holiday, in which case it will be paid on the first banking day thereafter. Payment will be directly into a Bank/Building Society account.

Alsager Multi Academy Trust's payslips are electronic and you will need to register on a portal. Details of how to access this site will be issued to your personal email address by our payroll provider when you take up your post.

Leave Entitlement

The entitlement for full-time, full-year employees is 25 working days, with an extra 5 days being granted after 5 years' continuous service. Additionally, 8 Bank Holidays are currently granted each year. NB: Pro rata entitlements are applicable for staff working less than full-time hours or part-year.

Probationary period

New entrants to the School are subject to a probationary period of 25 working weeks during which you are expected to establish your suitability to the post.

Medical approval

An offer of appointment is subject to the successful candidate submitting an acceptable statement of medical history and present state of health, and, if required by the Medical Adviser, undergoing a medical examination.

Notice to Terminate

This appointment is subject to one month's notice by the employee. The school's notice varies according to the employee's length of service.

Pension Arrangements

The person appointed will have the choice to:

- become a member of the Local Government Pensions Scheme; or
- be a member of a personal pension scheme; or
- rely on the State Earnings Related Pension Scheme (SERPS).

Sickness Leave & Pay

The post is subject to the provisions of the School's occupational sickness scheme which entitles employees to one month's full pay and (after 4 months' employment) 2 months' half pay during their first year of employment, rising to 6 months' full pay and 6 months' half pay after 5 years' employment.

No Smoking

Governors have approved a "No Smoking" policy for the School. Employees joining the School do so in the knowledge that they will be required to comply with these arrangements. They will be entitled to avail themselves of medical advice on cessation planning from the Occupational Health Unit.

Relatives within the School/Council

Applicants must disclose on their application form details of any relative who is a School employee. If applicants do not give details of a relationship they are liable to be disqualified for the job or if appointed, liable to be dismissed. This will also be the case if the applicant or someone else uses improper influence to attempt to get them the job (but this does not prevent a School employee giving a written reference about the applicant).

Equal Opportunities Policy

The School is committed to the promotion of equality of opportunity and the elimination of discrimination; all applicants should note that they will be considered on the basis of suitability regardless of disability, gender, race, religion, age, sexual orientation and marital status or any other discrimination which is unfair or unreasonable.

Asylum and Immigration Act

All successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or if this is not possible, other evidence of your entitlement to work.

Standards of Conduct

The School's Code of Conduct, and associated guidance, sets out the standards which are expected of employees.

Any attempt by a candidate to influence the selection process improperly will result in disqualification and, if appointed, may render the employee liable to dismissal without notice.

Safeguarding Children

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

Employing people with a criminal record

The School aims, as part of its approach to Valuing Diversity, to promote equality of opportunity for all and has an open-minded recruitment policy in relation to employing people with past convictions. At the same time children must be protected and a safe working environment provided for all employees.

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.*

However, this job is one of those to which the provisions of the above Act in relation to spent convictions*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions*, whether or not they are spent.

Should an applicant have a criminal conviction*, this will be discussed in confidence at interview. However only convictions* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions* can be found at the following link:

http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf

*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure & Barring Service (DBS)

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

References

The appointment will be offered subject to our receiving satisfactory references.

One referee should be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past, they should provide a referee from that employer.

NB: References will not be accepted from relatives or from people writing solely in the capacity of friends.

Bpi/Admissions & Reporting Officer/October 2021