



## **STAR ACADEMIES**

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### **BUSINESS SUPPORT OFFICER - DATA, ASSESSMENT AND REPORTING**

#### **JOB DESCRIPTION**

##### **JOB SUMMARY:**

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

##### **JOB PURPOSE:**

1. Provide excellent customer-focused administrative and clerical support serving students, staff, parents and visitors to ensure the effective day-to-day management of the school.
2. Provide administrative and clerical support for all aspects of business services, including school administration, data input, communications, reprographics, admissions, finance, banking and specifically Data, Assessment, Reporting and Recording.
3. Be responsible for the exemplary maintenance of student records.
4. Provide a receptionist support service for the school.
5. Support links with the community, families and local environment.

##### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

###### **1. Data, Assessment and Recording**

- 1.1 Maintain Bromcom modules to ensure accurate information, relating to personal, academic and other relevant aspects, is held on each student.
- 1.2 Ensure that data is input into Bromcom accurately and promptly, including all aspects of admissions and CTF receipt, student records, SEND and medical records (including Asthma Lists and Allergy Cards), student premium and free school meals.
- 1.3 Submit assessment data to the DfE and Local Authority via CTF and Bromcom.
- 1.4 Ensure a tidy and organised office where all paperwork and data is filed appropriately, promptly and in line with GDPR guidelines.
- 1.5 Be first point of contact for teacher attainment input queries, data collection and associated record keeping.
- 1.6 Ensure all student records and documents are properly maintained, filed and manually/electronically transferred when student leaves.
- 1.7 Administer and manage the creation and deployment of regular school reports to parents.
- 1.8 Support the administration and arrangement of regular parents' evenings.

- 1.9 Provide Bromcom reports relating to attainment and achievement to managers and senior leaders in the organisation to support the analysis of academic performance.
- 1.10 Ensure the accurate production of Bromcom lists, reports and labels as requested including class lists, attendance lists, club registers and ad hoc Bromcom reports, including quality assurance checks.
- 1.11 Responsible for the Student Census's, ensuring that all data input is checked for accuracy and returns are submitted on time to the Government and Trust.
- 1.12 Ensure that Bromcom is set up correctly for each new academic year and that Year 6 records are accurately managed for leavers, including CTF transfer of data.
- 1.13 Distribution, chasing and collection of Staff Data Sheets and updates into Bromcom.

## **2. Financial Administration**

- 2.1 Support the processing of the financial transactions as required within the financial systems of the school.

## **3. School Administration**

- 3.1 Provide a responsive and effective reprographics service for the school.
- 3.2 Sort and distribute mail and correspondence to and from staff in a timely manner.
- 3.3 Utilise administrative equipment such as the photocopier and laminator as required.
- 3.4 Provide administrative support to the organisation and arrangement of communications and school events.
- 3.5 Administration of trips including checklist management, letter distribution, bookings, payment management and income reconciliation.
- 3.6 Provide SAR letters when requested.
- 3.7 Update Daybook with school activities.
- 3.8 Undertake and follow specified administrative procedures and processes in a professional manner.
- 3.9 Participate in training and professional development opportunities as required to fulfil the role.

## **4. Safeguarding**

- 4.1 Ensure all visitors are DBS checked or supervised and provided with the appropriate badge/lanyard.
- 4.2 Ensure due diligence is carried out on all External Speakers and Visitors.
- 4.3 Assist with student first aid, care of sick children, welfare duties and liaison with staff, parents and agencies.
- 4.4 Ensure first aid resources are kept replenished.
- 4.5 Ensure maintenance of accident log, termly reporting and immediate reporting of all medium and high-level accidents to Star and ensuring accident reports are passed to the Business Manager for assessment.

## **5. Facilities and Estate Management**

- 5.1 Be aware of and comply with policies and procedures relating to health and safety, security and reporting all concerns in accordance with school procedures.
- 5.2 Support the safe environment for the stakeholders of the school to provide a secure environment consistent with the ethos of the school and its safeguarding commitments.
- 5.3 Support the administration of Health and Safety issues associated with the premises, ensuring compliance with relevant legislation and Trust requirements.
- 5.4 Ensure accurate and timely student/staff/visitor tracking and reporting against Fire Registers, Inventory

Reports and iPad systems during Fire Drills and actual Emergency Evacuations.

## **6. Relationships and Communication**

- 6.1 Undertake reception duties including answering telephones and responding to standard queries and dealing with visitors in a prompt and helpful manner.
- 6.2 Respond to staff, student, parent and other stakeholder queries in a timely and professional manner.
- 6.3 Advise parents on student premium, school meals, clothing vouchers, clubs, trips, payments and admissions applications.
- 6.4 Support with parent text communications, including club, trip and meeting updates.

## **7. Other Responsibilities**

- 7.1 Maintain the confidential nature of all information relating to the Academy and its stakeholders and manage information sensitively.
- 7.2 Responsible for the safekeeping of all office equipment, ICT hardware, software and data and ensuring compliance with Data Protection/GDPR.
- 7.3 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 7.4 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 7.5 Contribute to the wider life of the Trust and the Star community.
- 7.6 Carry out any such duties as may be reasonably required by the Trust.
- 7.7 Maintain an up-to-date understanding of relevant educational issues and Trust policies and procedures and work within them, including child protection, health and safety, confidentiality, equal opportunities and data protection.

## **8. Records Management**

- 8.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



Star

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### PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	5 GCSEs including English and Maths at grade 9-4/A*- C.	<b>E</b>	✓	
2.	First Aid (or a commitment to obtaining)	<b>E</b>	✓	
3.	Evidence of Continuous Professional Development.	<b>E</b>	✓	
<b>EXPERIENCE</b>				
4.	Experience of working in an administrative setting.	<b>E</b>	✓	✓
5.	Experience of data and assessment administration.	<b>E</b>	✓	✓
6.	Experience of using a financial system.	<b>D</b>	✓	✓
7.	Experience of working in an educational setting.	<b>D</b>	✓	✓
8.	Experience of using SIMs or other Management Information Systems and CTF Data Transfers.	<b>D</b>	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
9.	Ability to use MS Office software packages such as Word, Excel and Outlook, as well as Explorer and databases.	<b>E</b>	✓	✓
10.	Ability to converse in a number of community languages.	<b>D</b>	✓	✓
11.	Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	<b>E</b>	✓	✓
12.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	<b>E</b>	✓	✓
13.	Ability to maintain positive relationships with students, staff, parents and members of the community.	<b>E</b>	✓	✓
14.	Strong verbal and written communication skills.	<b>E</b>	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>PERSONAL QUALITIES</b>				
15.	A passionate belief in the school's mission statement.	<b>E</b>	✓	✓
16.	Strong team working skills.	<b>E</b>	✓	✓
17.	Highest levels of professional and personal integrity.	<b>E</b>	✓	✓
18.	Excellent interpersonal skills.	<b>E</b>	✓	✓
19.	Personal resilience, persistence and perseverance.	<b>E</b>	✓	✓
20.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	<b>E</b>	✓	✓
21.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	<b>E</b>	✓	✓
22.	A strong commitment to the Trust value of 'Service'.	<b>E</b>	✓	✓
23.	A strong commitment to the Trust value of 'Teamwork'.	<b>E</b>	✓	✓
24.	A strong commitment to the Trust value of 'Ambition'.	<b>E</b>	✓	✓
25.	A strong commitment to the Trust value of 'Respect'.	<b>E</b>	✓	✓
26.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	<b>E</b>	✓	✓
27.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	<b>E</b>	✓	✓