



Information Pack

Admissions and Data Officer
(9269)

Hove Park School
"Together We Achieve"

Dear Colleague,

I am delighted that you are considering joining Hove Park School and Sixth Form. At Hove Park, we believe that our school is a place where a community develops and thrives; a place where we come together to support each other to achieve. This is an exciting opportunity to join the school in improving the outcomes and wellbeing of our students. At Hove Park School, there is a strong community ethos underpinned by positive relationships. Ofsted recognised these positive influences and that we continue to be a good school when they inspected in December 2021.

Please take time to read this application pack and explore our website (www.hovepark.org.uk) to get a feel for Hove Park School and its community. If you have the passion and ambition to help the school make a difference in this role and feel you are a good fit, please consider applying.

To apply, please submit a completed support staff application form to recruitment@hovepark.org.uk. Applications for this vacancy must be received by **8:00 am on Friday, 20th October 2023**. Please note that the school cannot accept CVs and that Hove Park School is committed to promoting the safeguarding and welfare of our students. We also expect all staff and volunteers to share this commitment.

Yours faithfully,

A handwritten signature in grey ink, appearing to read 'Jim Roberts', is positioned above the printed name.

Jim Roberts
Headteacher

Post Title:	Admissions and Data Officer
Salary & Grade	NJC Scale 5 (SP 13-17) £23,302 - £25,074 Actual
Contract Type	Term Time plus 3 weeks (Full year contract also considered)
Contract Term	Permanent
Contract Hours	8:00am – 4:00 pm, (37 hours per week)
Start Date	October/November 2023

Together We Achieve

A School is more than just a place where students come to learn. It is a place where a community develops and thrives, it is a place where we come together to support each other achieve. Whether it is in the classroom learning, or on the sports field competing or on the stage performing, we know that success comes from us all working together here at Hove Park school.

We are looking to appoint an exemplary Admissions and Data Officer to join Hove Park School. The successful candidate will work closely with a number of departments across the school. We are looking for a proactive and positive individual who has a genuine interest in contributing to the success of our community.

We take the wellbeing of our staff seriously and offer many staff benefits such as an onsite gym, cycle to work scheme, local government pension scheme as well as other initiatives developed by our wellbeing team.

Deadline for Applications: Friday, 20th October at 8:00 am

Interview date: TBC

Please submit your completed application form to recruitment@hovepark.org.uk

JOB DESCRIPTION

JOB TITLE: Admissions and Data Officer
SECTION: Schools (Hove Park School)

Purpose of the Job

To manage the process of onboarding new pupils ensuring the school recruits to capacity whilst maintaining excellent relationships with stakeholders and being responsible for pupils' experiences and transition as they move to the school.

Assist the MIS and Exams Manager in maintaining accurate records for all pupil data and providing an effective examination service for pupils and staff.

Principal Accountabilities

Management of Admissions Processes

- Maintain and manage the procedures and systems of the school admissions processes to enable the smooth transition and integration of pupils entering the school including producing timetables and access to specialist services.
- Process students leaving the school, to either be home educated or transfer to another school.
- Ascertain where school spaces are likely to arise and liaise with stakeholders to ensure that spaces are filled immediately to sustain income.
- To communicate promptly with complex queries, maintaining efficient responses to daily communications and delegating tasks to ensure the smooth running of the school office.
- Co-ordinate tasks related to admissions processes for the Senior Leadership Team and write reports for the Senior Leadership Team and Governors.
- Co-ordinate invitations for prospective parents to Open day events and arrange follow up visits and feedback.
- Ensure accuracy of data on the schools MIS and co-ordinate information flows with internal and external stakeholders.
- Provide clear and accurate information to staff re new starters to ensure classes are balanced effectively.
- Support the Heads PA with other administrative tasks.
- To maintain archiving system for paper-based pupil records ensuring high levels of confidentiality.

Data and Exams Management (with Exams and Data Manager)

- To ensure that assessment data relating to pupils is complete, accurate and imported onto school systems.
- Work with the Exams and Data Manager to manage the Examination team to maintain effective communication with Exam Boards, school staff and pupils ensuring that all queries and appeals are dealt with efficiently and to deadlines.
- Publish and distribute exam timetables including the resolution of clashes.
- Prepare and organise examination materials, including managing the secure storage of examination papers.

General Accountabilities

To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy. In particular: as set out in Section 4 of the Council's Health and Safety Policy, and within their area of responsibility:

- To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety.
- To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice.
- To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice.
- To be First Aid trained and respond to incidents that occur in school.
- To ensure that safe premises, equipment and working environments are maintained.
- Commitment to acquiring awareness of current Health and Safety legislation as it applies to their area of responsibility and to attending relevant Health & Safety training.
- Awareness of the need to identify hazards in their area of responsibility and the ability to assess and manage the associated risks.

To develop practices within the directorate/division that uphold and develop the principles of the City Council's Inclusive Council Policy in relation to staff and to service provision. To work within and actively promote the City Council's Inclusive Council Policy in relation to service delivery and staff management.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

Job Title:	Admissions and Data Officer
Reports to:	Heads PA
Department:	Schools
Section:	Hove Park School

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• NVQ Level 3 or equivalent qualification or experience in relevant discipline.• Good knowledge and understanding of relevant ICT packages, including the school's specialist software / equipment / resources, Outlook Organiser and emailing system, database programmes including SIMS (Schools Information Management System), word and a high level of Excel ability.• Full working knowledge and understanding of range of relevant policies / codes of practice and awareness of relevant legislation.• Qualified First Aider (Qualification can be obtained after employment commences).
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Experience	<ul style="list-style-type: none"> • Demonstrable experience of providing a high-quality administrative service in a busy environment. • Experience of working in a school or other educational environment.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to take responsibility for a large group of employees with disparate needs, roles and conditions of service. • Ability to plan and achieve longer term objects in line with Schools Development Plan (SDP) and other objectives. • Ability to react appropriately in difficult situations • Excellent written and oral communication skills. • Ability to produce work which is consistently accurate and to a high standard whilst under pressure and able to work in a pressurised environment • Ability to deal with confidential and sensitive information. • Ability to analyse and interpret detailed information of a complex nature and to undertake numerical calculations information. • Flexible and able to respond quickly to changing demands and priorities. • Able to deal with staff at all levels and to change style of communication to suit the audience. • Effective problem-solving skills. • Ability to allocate, co-ordinate and prioritise tasks and meet deadlines and work on own initiative
Equalities	<ul style="list-style-type: none"> • High level of awareness and understanding of equalities issues. • Ability to demonstrate evidence of commitment and development of equalities initiatives in previous roles. • Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work. • Ability to co-operate and adhere to Health and Safety Policy, practices and instructions.
Other Requirements	<ul style="list-style-type: none"> • Commitment to providing an efficient, effective and professional service.

Our Values and Ethos at Hove Park School and Sixth Form



A school is more than just a place where students come to learn. It is also a place where a community develops and thrives. It is a place where we come together to support each other achieve whether it is in the classroom learning, on the sports field competing or on the stage performing, we know that success comes from us all working together.

Student progress will always remain a key priority because outcomes so often dictate future pathways and opportunities for young people. Having been again judged by Ofsted as a 'good' school, we continue to reflect on the structures and routines that we expect to see in every lesson. Exploring the ways we teach to ensure we drive improvement and our ambition to be 'outstanding' at the next inspection.

Our early adoption of a digital device for every child has provided significant opportunities to innovate and explore digital pedagogy - both at Hove Park but also within our community and beyond. Our Wellbeing at School award demonstrates an ethos focused on ensuring all students feel cared for and supported throughout their time with us.

Our curriculum has been planned and developed to provide a whole education for all students. When we describe our curriculum we are not just talking about the sequencing of lessons and subjects across the Key Stages but also the half-termly curriculum enrichment days and extra-curricular provision that together enrich and broaden a student's time at Hove Park. A learning journey that provides a traditional foundation at Key Stage 3 from which students can build on individual strengths. We are ambitious for all our students and expect them, where appropriate to retain a breadth to their studies through the study of EBACC subjects and the use of our Project days.

The final part of my vision for our school relates very much about the school experience each and every student will have. It is about identifying the skills, values and attributes that we believe students should develop during their time with us and the things they will see, hear, try and explore at KS3, KS4 and KS5.

It is an exciting time to be part of Hove Park School as we continue to shape our future and the way we support all students to grow and achieve.