



AVANTI FIELDS

Excellence · Virtue · Devotion

Post title: Data Officer/Receptionist (term time only- 42 weeks per year)

School: Avanti Fields School - Leicester

Salary: £18,000 FTE (pro rata as term time only)

The Role

To enhance the school's vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.

Avanti Fields school is an all-through school which will grow incrementally year by year to a full cohort of 1,320; the first intake of Year 7 pupils will be in September 2018. This is an exciting time to join the school as it continues its journey to outstanding. Avanti Fields is part of the growing family of Avanti schools. The key responsibilities laid out here are those, which will be assumed by the successful candidate upon appointment.

Avanti schools are Hindu-designated faith schools. However, all staff members at Avanti Fields School will **not be required to present themselves** from any specific faith background and there will be no preference given in this regard. Applications are very welcome from practitioners of any faith and of none. The successful candidate will, however, be expected to be in sympathy with the unique ethos and vision of the School – following closely the expected behaviours laid out in the Ethos Handbook.

Main purpose of the job

The data officer/receptionist will be the first point of call for visitors to the school, parents, staff and children. As the 'face' of the school the receptionist should be welcoming, personable, helpful and able to represent the School in a professional and friendly manner. In addition, it is essential that the person for this role is organized, able to multitask, work flexibly and have a 'can do' approach to work, as no two days are the same. The data officer/receptionist is also required to support the Senior Admin Officer/Business Support Officer and the Principal with various other tasks as well as supporting the production and management of all the schools' data.

Duties & responsibilities

- To specify, develop and manage operational data and management information within the school
- To produce clear, concise and accurate information to managers to assist in raising standards within the school
- To oversee all data returns to relevant government bodies and other organisations as required
- To be responsible for implementation, administration and management of all data & MIS sources across the school
- Advise and assist managers and teachers in reporting to the SSC and other relevant external agencies on target setting, detailed analysis of performance and other relevant data and statutory returns



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- Manage student assessment and curriculum data ensuring student reports are accurate and produced and despatched in line with the academy sector
- Maintain tracking systems of student achievement data for use by a range of staff to support student tracking, target setting and measurement of outcomes
- Produce verbally or in writing specific data analysis to a range of audiences, including non-specialists, in a clear, concise and easily understandable format
- Advise managers and colleagues in relation to deadlines for data requirements
- Ensure that all data on new students and changes to groups is recorded and disseminated as necessary
- Liaise with staff to ensure that all options and changes are recorded accurately & communicated effectively
- Issue Timetables to students as curriculum changes occur
- To act as the first point of contact for the school: welcoming visitors and responding to telephone and email enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner.
- Ensuring the safety and security of the school at all times, making sure that the front door is locked and entry to the premises controlled. Ensuring that all visitors sign in and take a visitor badge where necessary.
- Communicating with parents regarding all aspects of school life, receiving and passing on information, between parents and teachers, including phoning parents to ascertain reasons for pupils' absence.
- Assisting with all admissions related tasks, including preparations for and assistance at Open Mornings and parent's evenings, taking calls and recording details of enquiries from prospective new families.
- Maintaining and updating school information, records and databases.
- Managing the school calendar.
- Provide administrative support to the Principal.
- Manage calendar and Appointments for the Principal.
- Receive, sort and distribute all packages, deliveries and mail.
- Ensuring that the reception area is kept smart and tidy and that noticeboards are kept up-to-date.
- To assist with the ordering of stationery, materials and resources and ensuring that stock levels are maintained.
- To have professional regard for the ethos, policies and practices of the School and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Principal

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of School organisation and may change either as your contract changes or as the organisation of the School is changed. Nothing will be changed without consultation.



Data Officer/Receptionist

Person Specification

Essential Requirements

Education and Experience

- a) Experience of development, management and operation of administrative systems (eg SIMS) (may be tested at interview).
- b) High level of literacy and numeracy skills (may be tested at interview).
- c) Excellent ICT skills (internet, word processing, databases) (may be tested at interview).
- d) Previous experience as Receptionist/Administrator

Knowledge, Skills and Abilities

- e) Ability to manage own workload and work on own initiative to meet deadlines.
- f) Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- g) Good communication skills and ability to relate well to children and adults.
- h) Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.
- i) Ability to maintain confidentiality
- j) Pleasant telephone manner
- k) Demonstrates initiative
- l) Ability to produce and record clear, concise and accurate information.
- m) Ability to self-evaluate learning needs and actively seek learning opportunities.
- n) To be responsible for promoting and safeguarding the welfare of children and young people within the school.