



# Student Data Administrator Candidate Pack

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Central Region  
Schools Trust

*Founded by the RSA*

# Principal's Welcome

We are seeking to appoint a permanent Student Data Administrator at Gospel Oak School who is aligned with our mission to support social justice through exceptional schools, our values and our distinctiveness culture. You must have a passion for working in challenging circumstances, in an area of high deprivation and be keen to improve the life chances of all the students.

Further information about the school can be found on our [website](#).

We would be delighted to meet with interested candidates for informal discussions. Candidates can contact us via [goshr@gspeloakschool.co.uk](mailto:goshr@gspeloakschool.co.uk) to arrange a meeting with the Office Manager.

A handwritten signature in black ink, appearing to read 'S Brownlow', with a long, sweeping underline that extends to the right.

Stephen Brownlow  
Executive Principal



# ADVERT

# Advert

**Salary:** NJC Scale 4 (scale points 7-11) £23,292-£24,826 actual salary

**Hours:** 37 hours per week. Term time week days only plus the school training days and five other days during school holidays as directed by the line manager.

## Job Description

### Summary

- To manage the personal student data to fulfil statutory and school requirements; and student assessment data for Years 7-13, including reporting.
- To assist the relevant member of staff in the development and maintenance of the school timetable.
- To support Year Teams with administration tasks.

### Specific responsibilities

1. Maintain student assessment data in Arbor.
2. Maintain a detailed working knowledge of all areas of Arbor.
3. Manage the student reporting process for all year groups.
4. Work closely with the office manager administering the new intake admissions process.
5. Support the examinations officer during the busy periods.
6. Produce lists, information and data as required.
7. Assist the relevant member of staff in the school's target setting and assessment data collections, liaising closely with teaching staff throughout the process.
8. Produce regular reports on attainment, achievement, progress, attendance, behaviour and rewards on individual students and cohorts of students according to the school calendar that enable managers, teachers and other key staff in the school to accurately evaluate performance, set targets and monitor the impact of planned changes.
9. Produce teaching and learning data sheets for all staff according to the school calendar to enable leaders and managers to improve the quality of teaching.
10. Assist in producing analyses of the GCSE, AS and A Level results in August.
11. Assist the relevant member of staff in the development and maintenance of the school timetable.

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12. Assist the relevant member of staff in allocating and maintaining student timetables and grouping records.
13. Assist the relevant member of staff in setting up and maintaining registration groups, allocate student memberships, tutors and year team leads/heads of year.
14. Update and apply periodic and casual changes to courses, teachers, rooms etc.
15. Collate and disseminate relevant data during the Years 9-10 and 11-12 options processes, including producing letters to confirm final choices.
16. Perform the necessary administrative process (e.g. mail-merges) associated with the publishing of such documentation as class lists, student timetables, Year 10 options groups etc.
17. Undertake administration tasks for Year Teams including producing letters, scanning, filing etc.
18. Undertake reception duties as part of the admin team-eg answering the telephone, dealing with students, parents/carers and visitors.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**

**Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.**

**This job description will be reviewed annually and the principal reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.**

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Criteria	Essential	Desirable	Method Of Assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of Microsoft Office packages</li> <li>• Experience of using a management information system</li> <li>• Experience of working effectively with others to meet common goals</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an education or agency setting</li> <li>• Knowledge of Arbor</li> <li>• Experience of working with young people</li> <li>• Experience in promoting and ensuring the health and safety of students and staff</li> <li>• Experience of procedures relating to child protection and safeguarding</li> <li>• Working within an office environment, dealing with members of the public</li> <li>• Experience of SISRA</li> </ul>	Application form, interview and references

<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>• Suitability to work with young children</li> <li>• Able to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Ability to maintain strictest confidentiality and integrity at all times</li> <li>• Excellent data input skills</li> <li>• Methodical approach to tasks with a key emphasis on accuracy</li> <li>• Ability to liaise with other members of staff in a professional manner</li> <li>• Knowledge of promoting inclusion and equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to be flexible in order to create effective solutions</li> </ul>	<p>Application form, interview and references. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people, and</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>
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	<ul style="list-style-type: none"><li>• Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload</li><li>• Ability to work constructively as part of a team or individually, understanding school roles and responsibilities and own position within these</li><li>• Ability to organise, lead and motivate other staff</li><li>• Ability to plan and develop systems</li><li>• Ability to cultivate positive and effective relationships to encourage the best possible outcomes</li><li>• Ability to adhere to working procedures and policies within the school environment</li><li>• Ability to work under pressure and meet deadlines</li><li>• Ability to relate to students, staff and parents/carers</li><li>• Ability to deal with problems in a positive and systematic manner</li><li>• Excellent communication, presentation and interpersonal skills</li><li>• Professional telephone manner</li><li>• Ability to support stakeholders and respond through fluent and accurately spoken English</li><li>• Expectations of high standards</li></ul>		
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<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to use judgement and common sense</li> <li>• Approachable</li> <li>• Ability to prioritise</li> <li>• Ability to work on own initiative</li> <li>• Excellent personal organisation and self motivation</li> <li>• Commitment</li> <li>• Reliable and trustworthy</li> <li>• Flexible approach to work</li> <li>• Honest</li> <li>• Ability to be sensitive to the needs of others</li> <li>• Ability to be supportive</li> <li>• Professionalism</li> <li>• A sense of humour, warmth, energy, stamina and resilience</li> <li>• Willingness to reflect upon his/her experiences in a critical and constructive manner             <ul style="list-style-type: none"> <li>▪ High standards of personal appearance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• An enthusiasm for challenge, development and innovation</li> </ul>	<p>Application form, interview and references</p>
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<p><b>Education and qualifications</b></p>	<ul style="list-style-type: none"> <li>• NVQ 3 or equivalent qualification or experience in a relevant discipline</li> <li>• GCSEs or equivalent in English and maths at grades A*-C/grades 9-4</li> <li>• Excellent IT, numeracy and literacy skills</li> <li>• Willingness to undertake further professional development</li> </ul>		
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## Next steps

If you are excited by this role and believe you have the vision and values to fulfil this challenge, then please contact the school on [GOSHR@gospeloakschool.co.uk](mailto:GOSHR@gospeloakschool.co.uk) or by calling us on 0121 556 1351.

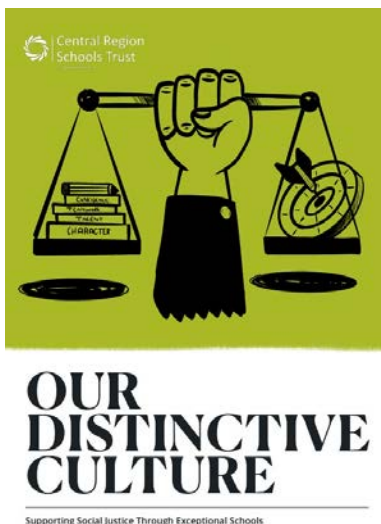
A visit to the school and an informal chat with the Office Manager is welcomed.

**Closing date:** 9.00am on Tuesday 30<sup>th</sup> June 2026. However, early applications are encouraged as we reserve the right to interview earlier for this post should a suitable candidate apply. The interview date will be confirmed following the shortlisting process.

## Want to know more about Gospel Oak School?

Please visit our website [www.gospeloakschool.co.uk](http://www.gospeloakschool.co.uk), the Central Region Schools Trust website [www.centralregionschoolstrust.co.uk](http://www.centralregionschoolstrust.co.uk) and don't forget to take a look at [our promotional video](#).

The Central Region Schools Trust are committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. All our posts are subject to an enhanced DBS disclosure, 2 work references and other employment checks.



Please take a look at:

Our Distinctive Culture

Our termly publication to recognise the successes across the Trust, DesignEd





**Gospel Oak School**  
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[www.gospeloakschool.co.uk](http://www.gospeloakschool.co.uk)  
0121 556 1351



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