

## ROLE PROFILE

### #RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



[www.rklt.co.uk/careers](http://www.rklt.co.uk/careers)



\*Red Kite Learning Trust is committed to supporting work–life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

<b>Job Title:</b>	Administrator – Data and Curriculum Support	<b>School:</b>	Temple Moor High School and Sixth Form
<b>Salary Grade:</b>	B3	<b>Working Hours:</b>	Full time
<b>Contract Type:</b>	Maternity Cover, Term time, Training Days + Plus Week	<b>Location:</b>	Leeds

**Responsible to:** Deputy Principal, Business and Operations Manager and Exams Officer

**Role summary:** This role provides administrative support across the school. While duties will vary throughout the year, the primary foci of the role will be split between supporting the Data team to process data and ensure the administration of student progress reports to parents, as well as supporting faculties with general administrative functions such as parental communication or faculty tools and systems.

Additionally, during periods of examinations, the role will require supporting the Exams officer to ensure the effective administration and delivery of examinations, in compliance with national JCQ regulations.

**Special conditions of service:** No smoking policy, including e-cigarettes/vaping. Occasional requirement to work outside of school hours and off school premises.

#### Role specific responsibilities:

- Providing day-to-day administrative support to Heads of Department
- Maintaining accurate electronic and paper records, including spreadsheets and tracking documents
- Supporting data input, collation, and basic reporting
- Supporting with the importing of data from our Arbor system into other pieces of analysis software, including SISRA Analytics, FFT Aspire and 4 matrix
- Supporting with quality assurance and error checking of the data
- Managing correspondence, emails, and routine enquiries for supported departments
- Preparing, formatting, and distributing departmental documents, letters, spreadsheets and resources
- Liaising with teachers, students, and support staff to ensure smooth departmental operation
- Ensuring confidentiality and data protection standards are maintained at all times
- Contribute to the staff duty rota, in line with support staff routines

During examination periods, the post holder's role will **transition to primarily supporting Exams.**

**Responsibilities may include supporting the exams officer with:**



- Administration and organisation of internal and external examinations
- Assisting with exam entry processing and accuracy checking
- Preparing examination materials, documentation, and seating plans
- Supporting the coordination of exam timetables and room allocations
- Communicating exam-related information to staff and students
- Supporting the secure handling, distribution, and return of examination papers
- Assisting with invigilation arrangements, including timetabling and staffing support
- Maintaining accurate exam records and registers
- Supporting access arrangements and liaising with SEND staff as required
- Assisting with results processing, data entry, and post-results administration

For colleagues appointed to our school at Upper Pay Spine level, then responsibilities and expectations will complement this career and pay stage.

**All colleagues**, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

#### RK People responsibilities:

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.

**Our Trust Mission**  
Nurturing ambition, delivering excellence and enriching children's lives.

**Our Trust Values**

- Collaboration**  
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.
- Integrity**  
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.
- Respect**  
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

**Our Trust Goals**

- We champion learning**  
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.
- We promote wellbeing**  
Ensuring the wellbeing of every child and member of staff in our Trust.
- We invest in our people**  
Supporting every member of staff throughout their career to be the best that they can be.
- We innovate with technology**  
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.
- We are our Trust**  
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

#### PEOPLE PROFILE

Aptitudes and Characteristics

Essential

Desirable



Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Able to use own initiative and motivate others	*	
Ability to plan effectively using a cross-curricular skills-based approach	*	
Willingness to proactively take part in training. Take responsibility for and be keen to improve upon own professional development	*	
Ability to investigate, evaluate, solve problems and make decisions	*	
Ability to demonstrate a commitment to equality of opportunity for all pupils	*	
Ability to contribute to wider school life	*	
High level of skill in dealing with issues relating to student behaviour	*	
Ability to work under pressure and to meet deadlines	*	
Effective written and oral communication and organisation	*	
Attention to detail to ensure accuracy of work	*	
<b>Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
GCSE in Maths and English Grade C or above (or equivalent)	*	
Significant professional experience in data analysis and ICT skills including MS office packages (Excel, Word) and/or relevant qualification in ICT or similar	*	
Vocational qualifications relating to software systems		*
Formal further education qualification and /or degree in relevant discipline		*
Experience in working with school performance data or school MIS systems		*
Experience of producing accurate data for reporting and assessment		*
Experience of information gathering and analysis	*	
Working in an educational environment		*
First Aid trained or willingness to undertake qualification	*	
<b>Safeguarding and Promoting the Welfare of Pupils</b>	<b>Essential</b>	<b>Desirable</b>
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	



