



JOB DESCRIPTION – MOMENTUM PROJECT/ DATA ADMINISTRATOR

JOB PURPOSE

The Momentum Project Administrator will provide high-quality, confidential and proactive administrative support to the SMKT Momentum Programme. The role is central to the coordination, monitoring and delivery of Tier 1 and Tier 2 Momentum provision, ensuring smooth operation and strong multi-agency collaboration to gain a holistic understanding of children and young people. This will include some pupil-facing support within the Momentum provision. This role will also support the Data Officer for Bridge Academy.

KEY RESPONSIBILITIES

Administration & Coordination

- Provide dedicated administrative support to Bridge Academy provision
- Coordinate referrals, placements, start/end dates and pupil movement
- Maintain accurate pupil records in line with GDPR and safeguarding requirements
- Act as a point of contact for schools, partners and families

Referrals, Panels & Multi-Agency Working

- Administer panel paperwork, agendas and outcomes
- Liaise with MKIP, mainstream schools and Trust colleagues
- Coordinate multi-agency scheduling during Tier 2 intervention blocks

Data, Monitoring & Reporting

- Maintain attendance, placement and outcome data
- Support reports for senior leaders, governors and Trust
- Ensure systems evidence impact and capacity

Admissions-Style Processes & Transitions

- Support referral-to-reintegration processes
- Ensure documentation, consent and information are completed and logged
- Liaise with families and schools regarding next steps

Operational & Logistical Support

- Coordinate transport arrangements
- Support timetables, calendars and room bookings
- Assist with finance-related administration

Compliance, Safeguarding & Professional Practice

- Work within Trust policies
- Handle confidential information discreetly
- Undertake relevant training
- Carry out additional duties appropriate to the role

PERSON SPECIFICATION

Experience & Knowledge

Essential:

- Administrative experience
- Experience managing data and complex processes
- Experience working with children and young people
- Desirable:
 - Admissions or panel administration experience
 - Knowledge of alternative provision
 - Experience working in an educational setting

Technical Skills

- Strong Microsoft Office skills
- Excellent communication and organisation
- High attention to detail

Personal Attributes

- Self-motivated and professional
- Calm and resilient
- Strong interpersonal skills
 - Personable with both adults and children
 - Ability to manage own workload under pressure
 - Understanding of behaviour as communication and trauma-informed approaches

Education & Other Requirements

- GCSE English and Maths or equivalent
- Commitment to safeguarding

Safeguarding Statement

Stephenson (MK) Trust is committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check is required.