



Samuel Whitbread Academy Application Pack

Pupil & Data Administrator





CONTENTS

1. Introduction
2. About BEST
3. About Samuel Whitbread Academy
4. How to Apply
5. Job Description
6. Person Specification

www.bestacademies.org.uk



INTRODUCTION

Welcome to Samuel Whitbread Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

Emma Saunders
HR Assistant
esaunders@bestacademies.org.uk
Tel: 01462 629900

Samuel Whitbread Academy
Shefford Road, Clifton, Shefford, Bedfordshire SG17 5QS
www.samuelwhitbread.org.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT SAMUEL WHITBREAD ACADEMY

Samuel Whitbread Academy is a large, rural upper school with approximately 1,700 students including a Sixth Form approaching 450 students. The school is situated on the outskirts of the town of Shefford, in Bedfordshire, and has all the variety and energy of a fully comprehensive secondary school.

In our most recent Ofsted report (March 2023), we were judged as Good by inspectors. We are committed to continuing our journey to reach Outstanding and are constantly striving to develop our practice and raise outcomes.

The size of the Academy and membership of BEST means that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy and believe high quality CPD for staff and a focus on workload and wellbeing results in confident, compassionate and happy staff who strive to do their BEST.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight on Sunday 28th June 2026

Interview date: Week commencing 6th July 2026

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Pupil & Data Administrator
Based at	Samuel Whitbread Academy
Salary/Grade Range	NJC Scale 3C points 6 - 9 (FTE £25,989.00 - £27,254.00 pro rata. Actual £19,156.00 - £20,088.00)
Responsible to	Data Manager
Hours	30.00 hours per week (negotiable), term-time only to include 5 pro rata designated staff training, plus an additional 2 weeks.

Purpose of Role

To support the administration and distribution of pupil and assessment data, ensuring accurate and timely data entry, and assisting the Data Manager in the delivery of data services across the Academy.

Duties and Responsibilities

Pupil Data & Admissions:

- Assist in maintaining student data including importing and sending all Common Transfer Files (CTF) and student files from/to previous/future schools and local authorities and importing pre-admission files.
- Responsible for processing and administration of all admission in-year transfers and appeals including liaison with the Local Authority, HOY, Staff and Parents
- Input all student data for all in-year transfer admissions.
- Advise the Senior Leadership Team on waiting lists and current PAN and any changes to legislation affecting admissions.
- Assist the Data Manager with the administration of the transition process from feeder schools liaising with the Local Authority, parents and staff.
- Support the end of year procedures.



- Assist with the effective use of communication systems with Central Bedfordshire Council including, in-year transfers, forms for elective home education referrals. Monitoring Anycomms communication systems.
- Assist with the creation of and updating of reports on the MIS system as required.
- Collate and process all destination data in conjunction with the careers advisor and Local Authority.

School Data Administration (Assessment):

- To support the Academy in the development, maintenance and implementation of the assessment and reporting systems, ensuring that effective systems are in place for the efficient production of reports.
- To assist with the uploading and accuracy of assessment and exam data onto external data analysis systems, e.g. SISRA, ALPS & FFT as required.
- To assist with the preparation and production of student reports, including accurate Key Stage 5 and 4 cumulative exam reports for students, within the deadlines set.
- To assist with collection, input and use of data sets from internal (pupil assessment cycles) and external sources (Local Authority, Fischer Family Trust etc) to support the continuous improvement of teaching and learning in the school.
- To assist with the creation of departmental marksheets as required by the Data Manager.
- Run standard reports from Bromcom as requested.
- Ensure compliance with and application of current legislation and Academy policies to maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- Ensure compliance with, and application of, the Academy's requirements with regard to data equality and diversity and health and safety, including demonstrating respect for others, fair and impartial behaviour in dealing with all people, and maintaining a healthy and safe environment by taking reasonable care of their own health and safety and that of other persons.

Administration of Progress Review Evenings (PRE):

- Create the annual PRE schedule.
- Configuring the booking system to allow bookings on SchoolCloud, updating staffing, rooms and email addresses.
- All administration required for the smooth running of the system and evening including drafting correspondence, room bookings, providing room layouts, liaising with staff to



finalise attendance, arrange signage, printing appointment sheets, sending our Parent Questionnaires and collating the responses.

Administrative Duties:

- Deal with student details data queries and other issues in a timely manner.
- Assist with the roles within the Data and Exams team as required.
- Provide academic references upon request.
- Maintain the electronic office calendar.
- Provide data information for outside agencies that come into school for activities, such as the school photographer.
- Ensure compliance with and application of current legislation and school policies to maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- Ensure compliance with and application of the Academies requirements with regard to data equality and diversity and health and safety, including demonstrating respect for others, fair and impartial behaviour in dealing with all people, and maintaining a healthy and safe environment by taking reasonable care of their own health and safety and that of other persons.
- To assist with any general administration across the Academy.
- To deputise for the Data Manager in their absence.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

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



PERSON SPECIFICATION

Job Title: Pupil & Data Administrator

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> Educated to GCSE level (or equivalent) in English and Maths (grades 9-4 / A*-C) 	
Professional Experience	<ul style="list-style-type: none"> Experience of working with a MIS in a large organisation. 	<ul style="list-style-type: none"> Confident working with spreadsheets, data and analysis Experience in a similar or same role in an education setting
Professional Knowledge, Skills and Understanding	<ul style="list-style-type: none"> Understanding of Bromcom (or similar MIS) with relation to School Census, Admissions, end of year procedures and Student information maintenance and housekeeping Good standard of IT skills, to an intermediate level, including the Microsoft Office suite, Google forms/Drives and data management Ability to maintain confidentiality at all times Analytical thinker with experience of data management. Good time management and prioritising skills Excellent understanding of legislation relating to the use of personal data 	<ul style="list-style-type: none"> A sound knowledge of reporting in Bromcom Confident in Excel
Personal Qualities	<ul style="list-style-type: none"> A commitment to equality principles Use initiative to manage workload and develop processes to improve efficiency of the role and the wider team High level of effective communication both written and verbal at the appropriate level Able to work without supervision Willing to work as a member of a team High attention to detail and accuracy ensuring tasks are 	



	<p>completed fully</p> <ul style="list-style-type: none"> • Flexible approach • Good interpersonal skills including the ability to communicate well with adults and young adults • Ability to work well in a busy environment 	
Physical	<ul style="list-style-type: none"> • Able to perform all the physical duties and responsibilities of the post 	
Other	<ul style="list-style-type: none"> • Values and respects the needs and views of young people • Must be able to obtain appropriate DBS clearance (before post is taken up) 	<ul style="list-style-type: none"> • Knowledge of relevant safeguarding/child protection legislation and best practice

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

