

<p align="center"><b>COPPICE PRIMARY SCHOOL Admissions and Data Protection Officer</b></p>	<p><b>Contract – permanent, term time plus TED days Hours per week – 31.25 Some flexible working to accommodate holidays and evening meetings</b></p>
<p><b>Responsible to:</b>  School Business Manager</p>	<p><b>Job Purpose:</b> To support non-teaching and teaching activity and resources in order to develop the infrastructure and working / learning environment required to ensure excellent teaching and learning, pupil care and safety.</p>
<p><b>RESPONSIBILITIES</b></p>	<p><b>TYPICAL DUTIES</b></p>
<p><b>Admissions</b>  To manage whole school admissions</p>	<ul style="list-style-type: none"> <li>❖ Be the main point of contact for advice re admissions</li> <li>❖ To manage the admissions process for Nursery and Reception</li> <li>❖ To be part of the consultation re number and configuration of nursery places</li> <li>❖ Create an admissions timetable</li> <li>❖ Prepare and send out correspondence and materials relating to open days and starting school / Nursery</li> <li>❖ To process 30 hour claims and Nursery funding on the NEF provider portal</li> <li>❖ Manage admissions transfers for all years</li> <li>❖ Manage waiting lists and liaise with the Local Authority</li> <li>❖ To advise parents on appeals procedures</li> <li>❖ Update Admissions Policy annually</li> <li>❖ Liaise with teachers and arrange transition days for pupils starting outside of the main intake</li> <li>❖ Be responsible for the transfers of Pupil data (CTF) files for children arriving or leaving school</li> </ul>
<p><b>Management Information System (SIMS) administration</b></p>	<ul style="list-style-type: none"> <li>❖ Set up the pastoral structure in SIMS</li> <li>❖ Produce reports as requested</li> <li>❖ Complete census returns</li> <li>❖ Import and export CTF files</li> <li>❖ To manage new admissions in SIMS, both pupils and staff</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Enter the intake of Reception and Nursery children each year</li> <li>❖ Enter staff contract amendments onto SIMS as directed by the School Business Manager</li> <li>❖ Input and retrieve pupil data</li> <li>❖ To provide cover for the register process on Tuesdays and in the absence of the registers administrator</li> </ul>
<p><b>Data Protection Including GDPR</b></p>	<ul style="list-style-type: none"> <li>❖ To be the Data Protection Officer</li> <li>❖ Take a risk-based approach to data protection</li> <li>❖ Be the lead contact for all data protection queries with regard to potential complaints and breaches, ensuring that requests for information are properly handled</li> <li>❖ Co-operate with the supervisory authority and act as the main contact point</li> <li>❖ Produce key policies and procedures relating to data protection</li> <li>❖ Advise staff, managers and governors in relation to data protection and GDPR</li> <li>❖ Monitor compliance with GDPR</li> <li>❖ Work with relevant stakeholders to carry out a data protection impact assessment (data scoping record)</li> <li>❖ Document where all relevant data originates from, where it is held and who it is shared with</li> <li>❖ Prepare and distribute simple documentation for parents and other key stakeholders, which outlines the requirements of the GDPR and their associated rights</li> <li>❖ Ensure that consent is always obtained from a 'reliable, relevant and legally appropriate' source</li> <li>❖ Record any GDPR non-compliance on the school's risk register and notify Headteacher immediately</li> <li>❖ Manage the process for detecting, reporting and investigating data breaches</li> <li>❖ Notify individuals whose data has been breached and where it is likely to result in a high risk to their rights and freedoms</li> <li>❖ Manage any data related funding</li> <li>❖ Work with the DP auditor to ensure compliance with policies and procedures</li> <li>❖ Develop and implement a training programme for ALL staff and governors</li> <li>❖ Undertake Data Protection Impact Assessments</li> <li>❖ Manage the process relating to Subject Access Requests</li> <li>❖ Manage parental permissions process for data sharing (e.g. photo permissions)</li> </ul>
<p><b>Health and Safety Administrator</b></p>	<ul style="list-style-type: none"> <li>❖ To be the Health and Safety Administrator on the Health and Safety management team</li> <li>❖ Carry out H&amp;S induction meetings with all new members of staff</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Carry out confidential 'return to work' risk assessments when necessary</li> <li>❖ Carry out confidential risk assessments for pregnant members of staff</li> <li>❖ Ensure all First Aid and other necessary training is up-to-date</li> <li>❖ Ensure the first aider list is updated and distributed</li> <li>❖ Meet regularly with the school's H&amp;S advisor and Site Manager. Ensure all follow-up actions are completed</li> <li>❖ Prepare H&amp;S report for Governors</li> <li>❖ Ensure compliance with all statutory legislation</li> <li>❖ Report any concerns to the Head</li> <li>❖ Attend 3 H&amp;S audits each year</li> <li>❖ Manage the H&amp;S calendar</li> <li>❖ Conduct annual classroom risk assessments as well as bespoke activities</li> <li>❖ Co-ordinate and report back on fire and lockdown drills</li> <li>❖ Manage H&amp;S concerns as the central point of contact</li> <li>❖ Prepare and manage Personal Evacuation Plans for staff and ensure pupil plans are completed by the SENDCO</li> <li>❖ Maintain staff medical information and emergency contacts</li> <li>❖ Ensure accidents are correctly recorded</li> </ul>
<p><b>Displays and school appearance</b></p>	<ul style="list-style-type: none"> <li>❖ Manage the display budget</li> <li>❖ Liaise with the Headteacher and teachers to plan displays</li> <li>❖ Ensure high quality displays around school</li> </ul>
<p><b>Whole School Administration</b></p> <p>To ensure the efficiency of school-wide administration processes</p>	<ul style="list-style-type: none"> <li>❖ To undertake reception duties, welcoming visitors and taking calls in a manner which reflects the school's ethos and handling enquiries appropriately</li> <li>❖ First Aid</li> <li>❖ Sort and distribute post</li> <li>❖ General correspondence</li> <li>❖ Assisting with administration of the school website</li> <li>❖ Recording late children and reasons for absence</li> <li>❖ Sending texts and emails to parents</li> <li>❖ Taking and collecting children from class</li> <li>❖ Taking post to post box or post office</li> <li>❖ Manage various Google calendars</li> <li>❖ Other administrative duties as directed by the School Business Manager</li> </ul>

<b>General</b>	<ul style="list-style-type: none"><li>❖ Build a strong relationship with the Head, teachers, Governing Body, support staff, parents and pupils</li><li>❖ To work as part of the school team, offering support where appropriate</li><li>❖ Attend staff meetings where relevant</li><li>❖ Maintain a strict code of confidentiality within and outside school</li><li>❖ Follow all policies and procedures of the School</li><li>❖ Be willing to attend training and development events</li></ul>