



**Haughton**  
Academy

# Data & Administration Officer

Haughton Academy  
Application Pack

# Data & Administration Officer

Start date: As soon as possible  
Permanent, Full Time, Term Time  
plus 4 weeks

Scale: Band 9, SCP 24-27

£34,314 - £37,035 FTE

Pro rata to weeks worked



**Haughton**  
Academy





## Introduction

Dear applicant,

Thank you for expressing an interest in the Data & Administration Officer post at Haughton Academy. On behalf of the whole community, I extend a warm welcome.

I have been at Haughton Academy for almost 10 years, initially as Deputy Headteacher for Care & Guidance and more recently as Principal. I am extremely proud of this achievement and look forward to leading the next steps of our improvement journey.

Appointing the right person is crucial to our academy. Our community context is both challenging and rewarding. Being inclusive, eradicating barriers to learning and fostering mutually respectful relationships is at the heart of everything we do.

I am seeking to appoint a member of staff who has the drive and energy to work with the Leadership Group and Haughton staff so that data informs school improvement. It is recognised that the role is diverse and consequently training may be required in certain areas. Continuous Professional Development is a strength of the academy, and we will support any further training required.

In March 2020, the pandemic brought to the forefront the difficulties our local community, families and young children face on a daily basis. Although five years ago the impact of the pandemic continues. On average 45% of our pupils are deemed to be disadvantaged year upon year; the pandemic amplified the barriers our pupils faced – little food, limited devices on which to learn and the basic support and aspirations needed to sustain the value of education.

As a staff body we have worked extremely hard to get back to 'normal' and provide our pupils with the routine and care they need. It is important to us that our pupils have the confidence to be independent and successful learners. This is underpinned by high aspirations and a clear understanding that the academy's core purpose is learning. Staff and pupils share the same core values, commit to developing mutually respectful relationships and have a co-operative desire to achieve and believe in Haughton Academy. The affirmation by Ofsted that we are a 'good' academy has been achieved through our strong PROUD core values and clear vision for improvement.

Our aim is to continue our journey and become an academy that is recognised both locally and nationally as an outstanding academy. I look forward to working closely with the successful applicant in the future.

If you would like to arrange a confidential conversation or visit to our academy, please contact Tina Barnett, PA to the Principal, using [tbarnett@educationvillage.org.uk](mailto:tbarnett@educationvillage.org.uk).

Yours faithfully,

Su Gill

Principal

Haughton Academy



# Making your Application

I hope that when you read this Application Pack you are inspired to apply for the post. If you are, then this is what you need to do:

## Application:

1. Complete the Education Village Trust application form
2. Provide a supporting statement of no more than 2 sides of A4 which should address the criteria in the Post and Person Specification section
3. Send your completed application form by email to the [peopleteam@educationvillage.org.uk](mailto:peopleteam@educationvillage.org.uk)

## Deadline:

The deadline for the post is **Monday 23<sup>rd</sup> June 2025 at 4:00pm**  
Interviews are expected to be held **Monday 30<sup>th</sup> June 2025**.

## Shortlisting:

We will unfortunately be unable to notify candidates who are not on the shortlist, therefore, if you do not hear from us, your application has been unsuccessful on this occasion.

## Salary:

The post will be paid on the support staff salary scale, band 9 SCP 24-27

## Start Date:

As soon as possible.

## For an Application Pack:

1. Contact the Human Resources Team via email at [peopleteam@educationvillage.org.uk](mailto:peopleteam@educationvillage.org.uk)
2. Visit [www.haughtonacademy.org.uk](http://www.haughtonacademy.org.uk)

Haughton Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

# Post and Person Specification

**POST TITLE:** Data & Administration Officer

**POST:** Permanent. Full Time, Term Time plus 4 weeks.

**BAND:** Band 9, SCP £34,314-£37,035 FTE, Actual Salary: £32,903 - £35,512

**REPORTING RELATIONSHIP:** Assistant Headteacher for Outcomes/Interventions

**JOB PURPOSE:** To be responsible for the academy's development and use of their Management Information System (SIMS) to support school improvement and data systems including responsibility for producing timely data reports. To act as the GDPR Champion for Haughton Academy.

## Main Duties and Responsibilities:

- To oversee, develop and maintain the academy's use of SIMS Management Information System and other data platforms across the academy.
- To produce and develop clear, concise, accurate information reports to support the academy raise in its commitment to the continuous improvement through the analysis and evaluation of key metrics, including the academy's strategic indicators and external benchmarking data.
- To support Subject Leaders in the creation of Question Level Assessment spreadsheets and departmental trackers.
- To ensure that data returns are accurate and submitted on time.
- To act as GDPR Champion (point of contact), ensuring that all staff have read and completed data protection policies and completed appropriate training.
- To manage the archiving of pupil records in accordance with GDPR legislation and Trust policies.

## SIMS:

- The management of SIMS and its role in raising standards across the academy.
- To input and maintain pupil records (admissions, leavers and in-year pupil common transfer files) and staff records.
- In liaison with the Principal ensure that the census information is accurate and submitted on time.
- Complete data checking exercises.
- Create pupil lists for annual pupil photos and upload photographs to SIMS.
- Liaise with the Assistant Headteacher for Outcomes regarding the development and production of pupil subject reports, maintenance of marksheets and progress grids.
- Ensure that pupil timetables are updated and accurate.
- Develop further SIMS reports to facilitate communication to parents/carers, analysis reports on behaviour, attendance etc.
- Provide data for the Principal's report for the Education Standards Committee.
- Provide a bi-weekly data pack for the Principal (attendance, rewards, sanctions etc).

## Other data platforms:

## SISRA:

- Manage user accounts.



- Upload and maintain data.
- Set up of the qualification data set.

### **CLASS CHARTS:**

- Create staff, parent/carers and pupil accounts.
- Export and analyse pupil behaviour data as directed by the Senior Assistant Headteacher.
- Manage Provision Map accounts.

### **PARENTPAY:**

- Create parent/carers and staff accounts.
- Support parent/carers and staff with any issues that may arise.
- Send subject and progress reports to relevant stakeholders.

### **ACADEMY COMMS:**

- Informing and supporting new users how to access ParentPay.
- Support parent/carers with any issues that may arise.

### **GENERAL**

- Undertake training to develop further all aspects of the academy's data management systems and to assist in the training of other staff.
- Ensure that the academy's MIS software is up to date.
- To support the Year 6 transition process by creating the online data information forms, updating the paper versions and distributing to new intake parent/carers. Details to be entered into SIMS. ATF file to be imported into SIMS. Transition packs, including Free Academy Meal information and biometric forms.
- To undertake a range of administrative tasks to support the efficient running of the school office, for example;
  - To support staff with the collating of quotes for bus/coach hire.
  - To check, approve and process the academy's invoices.
  - Answering the phone
- Maintain Wonde services and Free Academy Meals information.
- To perform any other reasonable task that your line manager may ask from time to time.

### **SUPPORT FOR THE ACADEMY:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of, support difference, and ensure all pupils have equal opportunities to learn and develop.
- Contribute effectively to the overall ethos/work/aims of the Academy and EVAT.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
- To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters to protect both yourself and others.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE POST IS SUBJECT TO ENHANCED DISCLOSURE AND DISQUALIFICATION BY ASSOCIATION DISCLAIMER CHECKS BEFORE AN OFFER OF APPOINTMENT WILL MADE. IT WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE.

**Date:** June 2025.



# Person Specification

Qualifications & Training	Essential Criteria	Desirable Criteria	Application Form/letter	Interview	Task
Minimum GCSE at grade C/5 (or equivalent) in English & Maths.	✓		✓		
Additional qualifications relevant to the post (Data/IT qualifications)		✓	✓		

Experience	Essential Criteria	Desirable Criteria	Application Form/letter	Interview	Task
Experience & knowledge of a Management Information System.	✓		✓	✓	
Sound knowledge Microsoft Office (Word, Excel, Publisher, PowerPoint).	✓			✓	✓
Experience & knowledge of SIMS Management Information System.		✓	✓	✓	
Experience of working in an education environment.		✓			
Experience of working in an office environment	✓		✓		
Experience of analysing and evaluating data to inform interventions and improve performance.		✓		✓	
Experience of school data platforms e.g. Class Charts, Power BI etc.		✓	✓	✓	
Experience of working with a wide range of stake holders		✓	✓		

Abilities, skills & Knowledge	Essential Criteria	Desirable Criteria	Application Form/letter	Interview	Task
Effective communication and documentation abilities.	✓		✓	✓	
Ability to clearly and directly present findings, conclusions and other information	✓		✓		✓
Strong technical and troubleshooting skills.	✓				
Excellent attention to detail, including data verification checks	✓		✓		✓
Ability to work independently	✓			✓	
A flexible approach to work to meet the needs of the academy	✓		✓		
Adaptability to changing circumstances/new ideas	✓		✓		

Knowledge of GDPR legislation and the ability to ensure GDPR compliance		✓			
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Personal Qualities	Essential Criteria	Desirable Criteria	Application Form/letter	Interview	Task
Resilience and perspective	✓				
Reliability and integrity	✓				
Flexible approach to meet the demands of the academy	✓				



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