



# THE URSULINE ACADEMY ILFORD

*A Catholic Secondary School for Girls Aged 11-19 in the Diocese of Brentwood*



## MISSION STATEMENT:

The Ursuline Academy Ilford is a Catholic community of faith, love, kindness and service. Guided by Gospel values and the Holy Spirit, we strive to create an inclusive environment where everyone in our diverse community can reach their full potential in all their endeavours.

Our young women are inspired by the witness of St Angela and the vibrant school community, whose motto 'SERVIAM' - I will serve, empowers us all to play our full part in society.

## DATA AND ADMISSIONS OFFICER

**April 2025**



## WELCOME FROM THE HEADTEACHER



The Ursuline Academy Ilford is a four-form entry Catholic comprehensive school for girls aged 11-19, serving students who are supportive of and fully committed to the Catholic ethos of the school. Students who come here, join a community that is committed to success.

The school was founded by the Ursuline Order in 1903 and has been providing high quality education and pastoral care ever since. The school has a strong sense of community underpinned by Gospel values. Visitors regularly remark on the purposeful working atmosphere in which all are expected to do their best. We have an inclusive and community-focused ethos of which we are very proud. Our pupils are welcoming, engaging and articulate. They are ambitious for the school and for their own life beyond it. Consequently, students' behaviour for learning is exemplary.

Governors and staff at the school commit themselves to:

- Recognising the value and uniqueness of every student we teach
- Ensuring that the school is a safe place to be and one where the interests of justice are served
- Creating a community which is inclusive, one whose basis is mutual respect and equality
- Maintaining the long tradition of trust, cooperation and courtesy
- Generating good order and discipline based on sound relationships between staff, students, parents and carers
- Nurturing the religious and intellectual lives of our students through curricular and extra-curricular activities
- Inviting parents and carers to play an active role in their daughter's development, academically, spiritually and morally.

I am delighted you are interested in our school and hope this gives you some insight into who we are and what we stand for.

Fiona A Stone  
Headteacher

# THE URSULINE ACADEMY ILFORD

## DATA & ADMISSIONS OFFICER

From: At earliest opportunity

5 days, 30 hours per week, 52 weeks contract

Scale 6 – Range 18 - 22

**FTE Salary: £34,416 - £36,522 (inc. Outer London Allowance) per annum**

**Actual Salary: £28,680 - £30,435 (inc. Outer London Allowance) per annum**

We are looking to recruit an enthusiastic, efficient, motivated, friendly and suitably experienced Data and Admissions Officer to join our admin team. S/he will be a key contributor to this hugely successful, popular and oversubscribed Academy whose ethos is underpinned by Gospel values and the Ursuline motto of 'Serviam'.

*Applications are welcome from experienced individuals who have a proven track record of success and who are committed to comprehensive education. The person appointed is expected to make a significant contribution to the academic, spiritual, moral and cultural well-being of young people and will support an already successful department along the next stage of its development. In addition, the post will provide an excellent opportunity for professional.*

The Ursuline Academy Ilford is a high-achieving Catholic school for girls (Years 7-13). We have a strong academic profile and have been designated as a "Good" school. Our Section 48 Inspection graded us as "Outstanding".

The Ursuline Academy Ilford is committed to the protection and safety of its students and the successful candidate will be subject to an enhanced DBS check.

### HOW TO APPLY

Application Form is available to download from [www.uai.org.uk/vacancies](http://www.uai.org.uk/vacancies) Please submit a letter of application together with your application form, your letter should address the selection criteria and include your thoughts on what makes a good Data and Admissions Officer.

Please return your completed application form via email to: [applications@uai.org.uk](mailto:applications@uai.org.uk)

Visits can be arranged by appointment please contact our HR Officer for details.

Short-listing for the position will take place following the closing date and references will be taken up prior to interview. The Academy is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees to share this commitment and staff will be recruited and selected in line with Safer Recruitment Policy and practice. The successful applicant will undertake an enhanced DBS check.

***Please note we are unable to accept CVs.***

**Closing Date:** Friday 16<sup>th</sup> May 2025

**Interview Date:** w/c Monday 19<sup>th</sup> May 2025



## JOB DESCRIPTION

### DATA AND ADMISSIONS OFFICER

**REPORTING TO:****Business Manager****LIAISING WITH:****SLT, Teaching and Support Staff and others as required****Key Responsibilities**

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the changing demands that are part of school life. This job description is a guide to the level and range of responsibilities the post holders will be expected to undertake initially. It is neither exhaustive nor inclusive and may be changed from time to time to meet changing circumstances and demands.

**DATA**

Overall responsibility for co-ordinating the timely input, accuracy and integrity of student data in SIMS core database and associated modules including performance data and assessment, attendance, student reports, student timetables and pupil premiums
Maintenance of digital and paper files in accordance with General Data Protection Regulations
Support Assistant Head with timetabling and importing data to SIMS at the beginning of the academic year
Primary point of contact for SIMS support and staff training
Preparation of statistical reports
Liaise with Local Authority regarding Free School Meals
Ensure pupil premium information is downloaded from DfE

**ADMISSIONS**

Manage all aspects of admissions to the school, including transfer references and interviews, open evenings, promotional events and external/internal 6 <sup>th</sup> form transfers
Work alongside the Governors Admissions Committee and Headteacher to provide an annual basis overview of Year 7 admissions and set admissions criteria
Deal with admission/student enquires on a timely basis
Promote admissions with local parishes and schools
Liaise with Local Authority and schools on transfers including children missing in education
Offer letters and induction packs for successful candidates
Preparation of appeals process
Maintenance of admission registers/waiting lists
Maintenance of student files ensuring timely CTF transfer for incoming and outgoing students
Ensure admission information is accurate on the Academy website
Keep SLT updated with changes to admission and appeal codes
To support the school leadership with the administration of the primary liaison strategy.



## ADMINISTRATION

Promote the use of the MyEd app for parental communication
Promotion of the Academy through social media channels
Responsibility for the coordination of all forms of marketing for the Academy, including: prospectus, leaflets, banners, information packs for prospective parents
Liaising with school photographer and coordination of school photo process including the transfer on to SIMS
Reception cover when required

## SCHOOL CENSUS

Termly DfE school census updates
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## DECLARATION

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection /Safeguarding and Health & Safety regulations. I further understand that the above does not constitute an exhaustive list and I agree to undertake any reasonable request made of me by the Headteacher or Senior Deputy Headteacher acting on his/her behalf.

Name:

Signature:

Date:

# PERSON SPECIFICATION

## DATA AND ADMISSIONS OFFICER



<b>L = Assessed by Application</b>	<b>I = Assessed at Interview</b>	<b>R = Assessed by Reference</b>	<b>E = Essential</b> <b>D = Desirable</b>
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### MINIMUM EDUCATION / QUALIFICATIONS

Educated to GCSE or equivalent (Minimum Grade C – English/Maths)	L			E
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### MINIMUM EXPERIENCE / KNOWLEDGE / SKILLS

Working in a school environment or similar	L	I	R	D
Excellent IT skills, with knowledge of Microsoft Office and SIMS or similar programme	L	I	T	E
Excellent administrative and organisational skills	L	I		E
Good interpersonal and communication skills	L	I		E
A friendly and professional telephone manner	L	I		E

### MINIMUM COMPETENCIES

Literacy/Numeracy skills	L			E
Ability to collect, collate and present data	L	I		E
Ability to liaise effectively with members of the public and staff at all levels	L			E
Ability to prioritise and coordinate work	L	I		E
Ability to work as a member of a team and on own initiative	L			E
Ability to produce routine correspondence and reports	L			E

### OTHER JOB REQUIREMENTS

Understanding the importance of maintaining confidentiality	L	I		E
Motivation to work with students/young people	L	I		E
Flexible approach to work	L	I		E

### SAFEGUARDING

Understanding the importance of safeguarding in your role	L	I		E
The ability to form and maintain appropriate relationships and observe personal and professional boundaries with students/young people	L	I		E
Emotional resilience in working with challenging behaviours	L	I		E