



Enriching lives  
Unleashing possibilities  
Building futures



# Data Administrative Officer Oakhill Primary School

## Permanent position

<b>Job Title:</b>	<b>Data Administrative Officer</b>
<b>Salary:</b>	<b>Scale 6</b>
<b>Hours:</b>	<b>38.5 hours per week</b>
<b>Contract type:</b>	<b>Term time + 2 weeks (47.36 weeks per annum rising to 48.22 weeks after 5 years service)</b>

We are looking for enthusiastic and a committed **Data Administrative Officer** to join our team as soon as possible. The post holder will be employed to the Federation, however, you will initially be based at **Oakhill Primary School**

We are looking for someone with:

- Excellent communication and organisational skills
- ICT competency in all Microsoft Packages, SIMS and Google Drive
- Ability to use own initiative and work as part of a team
- Able to work in a highly pressured environment to meet demands and deadlines
- An eye for detail and committed to accuracy
- Willingness to work flexibly

If you feel you have the necessary skills to contribute to our continuing successful journey we would love to hear from you.

An application pack is attached. Please submit all completed applications to [hr@opossumed.org](mailto:hr@opossumed.org)

Only applications submitted on the school's application form will be considered.

Closing Date for Applications: 5th July 2026

## Safeguarding Statement

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

*All posts are subject to an enhanced DBS clearance and Satisfactory References and candidates are required to submit a self – disclosure form with their application.*

*The school is registered in accordance with the UK General Data Protection Regulation UK (GDPR) and the Data Protection Act 2018 (DPA 2018)*

*The school is required to share some of the data with the Local Authority and with the DfE.*

# Enriching Lives, Unleashing Possibilities, Building Futures: The Opossum Ethos

At Opossum, we believe every child deserves an education that **engages, inspires, and challenges**, enabling them to reach their **full potential**. Our ethos is built on the foundation that learning should be **empowering, inclusive**, and designed to **spark curiosity**. We are committed to creating **safe, stimulating** environments where high expectations and independence drive everything we do.

We're not just focused on academic excellence; we are dedicated to developing well-rounded individuals who are **emotionally** and **morally** strong, ready to make a positive impact on the world. Our pupils leave us as **confident, highly-educated** members of the community, equipped to contribute with **empathy, open-mindedness**, and a deep appreciation for the **diverse communities** we serve.

## How We Achieve It

- We raise achievement through **quality-first teaching** that sparks enthusiasm and motivates pupils to reach their highest potential.
- By placing students at the heart of our approach, we ensure they become **confident, resilient, and reflective independent learners**.
- We offer an innovative curriculum that ensures all children are **literacy** and **numeracy** confident, and develop the essential skills to thrive in an ever-changing world.
- Every child is **valued** in an atmosphere where they feel respected, supported, and part of our school community.

## A Family of Schools

The **Opossum Federation** is a dynamic family of schools located in **east London**, within the borough of **Waltham Forest**. Our federation comprises:

- **Dawlish Primary School** (Leyton)
- **Newport School** (Leyton)
- **Oakhill Primary School** (Woodford Green)
- **Thorpe Hall Primary School** (Walthamstow)

In October and November 2024, two of our schools (Newport and Oakhill) were rated '**Outstanding**' in each category by **Ofsted**. Recent ungraded inspections at Dawlish (April 2023) and Thorpe Hall (December 2022) validated their '**Good**' Ofsted rating, showcasing our commitment to delivering **exceptional** education at all levels. We are proud of our team's **forward-thinking** and **proactive** approach, ensuring that we continuously improve and adapt to the evolving needs of our pupils and communities.

## Why Join Us?

**A Thriving, Supportive Team:** Work with passionate, **forward-thinking** colleagues who share the same goal – ensuring every child's success and well-being.

*Subjects are delivered skilfully. Teachers benefit from the support of specialist subject experts who are passionate about their work. They develop the curriculum and enhance teachers' subject knowledge very well. (Ofsted, November 2024)*

*The school promotes a culture of aspiration with the highest expectations for all pupils. (Ofsted,*

October 2024)

*Pupils, staff and parents and carers are delighted to be a part of the school family. They see it as a warm, caring second home, where everyone is looked after. Staff know the pupils and families well. There is a true spirit of community here. (Ofsted, April 2023)*

**Respectful, Culturally Aware Pupils:** Our pupils are highly respectful, show a deep understanding of other cultures, and exhibit **excellent behaviour**.

*Starting in the nurturing early years environment, behaviour is exceptional (Ofsted, November 2024)*

*Pupils' behaviour is exemplary. They are kind, responsible and considerate, demonstrating high levels of self-control. (Ofsted, October 2024)*

*They value the extensive range of leadership posts they can apply for, such as being prefects, school councillors and librarians. Leaders are committed to making sure that every pupil has access to the visits, visitors, clubs and events that are available. (Ofsted, December 2022)*

**Leadership Excellence:** Be part of a team led by **experienced, proactive, and supportive leaders** who are dedicated to your growth and success.

*The school's vision of 'enriching lives, unleashing possibilities and building futures' is fully realised. (Ofsted, November 2024)*

*Leaders, including the governing body, have established an ambitious culture that places pupils' learning at the heart of everything that the school does (Ofsted, October 2024)*

*Dedicated, caring leaders and staff collectively share a commitment to excellence. (Ofsted, October 2024)*

**Outstanding Standards:** Two of our schools are **rated 'Outstanding'** by Ofsted and two are **rated 'Good'**, underscoring our commitment to excellence in education.

*Pupils' personal development is of exceptional quality. By Year 6, pupils are confident, mature individuals who are curious, knowledgeable and well-equipped to function effectively in society. (Ofsted, November 2024)*

*The curriculum is broad and highly ambitious. It helps pupils to deepen their knowledge and understanding. The wider curriculum provides many opportunities for pupils to develop as independent, confident and successful learners. As a result, pupils are exceptionally well prepared for the next stage of their education. (Ofsted, October 2024)*

*Leaders have developed an ambitious curriculum for pupils. They have thought about the knowledge and skills pupils need to know and when (Ofsted, April 2023)*

*A love of reading permeates across the whole school. All staff read to pupils daily during story times (Ofsted, December 2022)*

**Work-Life Balance:** We offer a healthy **work-life balance**, ensuring that our staff can thrive both personally and professionally.

*The school collaborates well with other primary schools. Staff are highly appreciative of the significant reduction in workload this brings (Ofsted, November 2024)*

*They (staff) appreciate how the school supports their well-being. (Ofsted, October 2024)*

*Staff said that leaders are approachable and helpful. They spoke highly of the consideration leaders show for their well-being. Staff enjoy collaborating with colleagues across the federation of schools. This reduces their workload and supports their professional learning. (Ofsted, April 2023)*

**Professional Growth:** Our tailored **CPD programme** ensures that staff are supported in their career development and given the tools to succeed.

**Comprehensive Induction Programme:** New staff benefit from a structured, supportive induction to help you settle in and succeed from day one.

*Staff welcome the many professional development opportunities that enable them to advance their role, knowledge and skills. (Ofsted, November 2024)*

*Staff take pride in working here and value the extensive training provided for them. They appreciate how the school supports their well-being. (Ofsted, October 2024)*

*Leaders make good use of professionals from outside agencies to provide training for staff. This helps staff to provide bespoke support for pupils with complex and specific needs. (Ofsted, December 2022)*

**Well-Resourced Schools:** Our schools are equipped with **modern resources**, including **staff laptops/Chromebooks**, and we integrate **Google for Education** to enhance teaching and learning.

**Staff Culture and Feedback:** We are committed to creating an environment where our staff feel valued, supported, and empowered to deliver the best outcomes for our pupils.

Feedback from our current team reflects this commitment.

A colleague at **Dawlish** recently noted: *"I feel consistently supported, challenged and developed in my work and am positive about the impact our school/federation collectively makes for pupils."*

Similarly, a member of the **Oakhill** team highlighted the collaborative nature of our smaller school environment: *"The community spirit has been welcoming and I have appreciated the value of working in a smaller school where there is a big sense of support for each other amongst the staff. The schools values and ethos are clearly represented by the whole team."*

Across the federation, we pride ourselves on maintaining a dedicated, professional, and supportive workplace culture.

# Job Description

The Data Administrative Officer will join the Opossum Federation's administrative team. In this role you will work closely with the Head of School to ensure the smooth running of daily school life.

The Data Administrative Officer will:

- Under the direction of management, assist in the administration and implementation of the Local Authority's admission policy
- Update/input and manage all pupil data held on the management information system (Arbor) in school
- Provide reception duties for the school office
- Ensure that all pupil records are up to date to ensure accuracy for all data collection and safeguarding requirements
- Produce all necessary statutory returns within deadlines e.g. CENSUS, EY Headcount, Attendance and upload to relevant locations
- Upload all school reports to specified deadlines
- Act as a pediatric first aider
- Oversee the administration of support as outlined for specific pupils with HealthCare plans
- Carry out pupil risk assessments as outlined in the school's policy
- Produce reports from data system to enable management to consider the needs of the pupils at the school to ensure their well-being e.g. attendance, lateness, health concerns

The Data Administrative Officer will report directly to the Head of School and will support them to ensure an effective Data Management strategy is in place which maximises opportunities and continues a sustainable business model for the Federation.

## Main Duties

- Act as a liaison officer with the Local Authority's admission department for Reception entry, midterm entry and secondary transfer
- Manage admissions procedures ensuring all relevant paperwork is completed and that information is effectively communicated to appropriate staff e.g. class teachers, SENCO
- To keep up to date with changes in statutory pupil data requirements and provisions
- To review attendance levels and work with teachers and school leaders to improve these levels
- Produce attendance reports for teachers and leaders, alerting staff to pupils of concern.
- Draft written responses to parental requests for term time absence
- Contact parents/carers as necessary to confirm pupil absence and determine the reason for non-attendance
- To attend attendance review meetings with leaders
- Undertake home visits to investigate non-attendance as necessary

- Liaise with relevant officers in local authorities and complete pupil transfer/CMfE requirements
- Undertake reception duties, answering routine telephone and face to face enquires and signing in visitors.
- Sign in temporary supply staff, ensuring identification and DBS documents are recorded and assign class kit
- Act as a pediatric first aider
- Oversee the administration of support as outlined for specific pupils with HealthCare plans
- Carry out pupil risk assessments as outlined in the school's policy
- Deal with complex reception/visitor matters
- Assist with any other office duties that may be reasonably required by the leadership team
- Use IT and be highly skilled in all software applications used in School
- Create mail merges, reports and complete official returns as necessary
- Distribute literature to staff when requested using most effective method of communication
- Support Leadership teams with producing reports/letters where appropriate
- To ensure the maintenance of clear and effective manual and electronic filing, records and other systems and to keep them updated
- To administer the pupil meals service offered by the School via Arbor
- To ensure the Reception is covered at all times
- To deal with any concerns calmly and professionally and ensuring that all concerns are dealt with and immediately passed to a more senior member of staff as appropriate

### **Duties (General)**

- To provide operational support as and when required
- To lead and manage the school office and be responsible for its efficient running
- To provide administrative service which enables effective support services in the running of the school
- To act as a point of contact for parents and visitors, ensuring communication channels are effective
- To ensure that the school is well promoted by ensuring a neat, well-presented reception area

### **Organisation**

- To deputise for members of the administration team as and when required
- Assist with any other office duties that may be reasonably required by the Leadership Team
- Assist the school staff in the organisation of events such as sports days, parents' evenings, productions etc and to organize associated administration

### **Administration**

- Maintain manual and computerised records/management information systems.
- Undertake typing, word-processing and other IT based tasks.
- Receiving incoming telephone calls and dealing with enquiries as and when necessary
- Complete statutory returns
- Ensure communication with all stakeholders is of a high standard
- To be proactive and highly organised in ensuring all systems/folders/files are kept up to date
- Assist school leaders with specific administrative tasks as and when required.

## **Resources**

- Assisting with routine administration.
- Operate relevant equipment/ICT packages (e.g. word, excel databases, spreadsheets, Internet/Parent mail).
- Provide general advice and guidance to staff, pupils and others.

## **Line Management**

- None

## **Health and Safety**

- Advise staff of health and safety practices and procedures
- Review risk assessments, monitor and implement
- Undertake risk assessments for pupils, as necessary

## **Medical**

- Assist with pupil first aid, administering medication, welfare duties, liaising with parents/staff etc.
- Devise and update medical care plans with parents and other professionals, as required

## **Information Technology**

- Review and update all websites in conjunction with school leaders
- Ensure that UK General Data Protection Regulations are updated, applied to all data and adhered to

## **Premises and sites**

- Supervise and oversee the Site Team and support their line managers, in the absence of the Director of Finance and Operations.

## **Safeguarding**

- To be fully aware, understand and compliant with the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organization. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role and KCSIE
- In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping children safe in education" (updated annually) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.
- You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People' (February 2022) and the school's safeguarding policy. You are required to have satisfactory Enhanced DBS certificate with barred list check. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others.
- You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

*The above is not an exhaustive list and any other reasonable admin duties will be expected to be undertaken.*

*All positions will be subject to review yearly in line with current administration needs. Any changes in duties that are above the current scale will result in the job description being moderated*

# Person Specification

Attributes	Essential	Desirable
<b>QUALIFICATIONS &amp; TRAINING</b>	<p>Good level of general education and relevant training.</p> <p>Good written and verbal communication skills.</p> <p>Good IT competency in Microsoft office packages</p> <p>Good standard of general education in English &amp; Maths – GCSE or equivalent</p>	<p>First Aid Certificate</p> <p>A Levels</p>
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<p>Liaising with third parties and all Leadership team enquiries.</p> <p>Experience of using Microsoft Office packages to include PowerPoint, excel</p> <p>Experience of using computerised systems, (SIMS, databases).</p> <p>Experience of working effectively on own initiative without close supervision and organising own workload to meet deadlines.</p> <p>Data entry and producing reports</p>	<p>Experience of school office based work.</p>
<b>COMPETENCIES &amp; PERSONAL SKILLS</b>	<p>Ability to act with discretion and maintaining confidentiality.</p> <p>Ability to work as part of a team.</p> <p>Ability to work in highly pressurised environment. Effective communication skills, both verbal &amp; written.</p> <p>Eye for detail and committed to accuracy.</p> <p>Ability to relate to adults and children of all ethnic and cultural groups.</p> <p>Good organisational skills to meet demands and deadlines of the role.</p>	<p>Any second language, verbal or written.</p>
<b>OTHER JOB SPECIFIC REQUIREMENTS</b>	<p>Commitment to the Council's Customer Care Standards.</p> <p>Ability to work flexibly and outside school hours as required (e.g. meetings, school events).</p>	
<b>DISQUALIFYING FACTORS</b>	<p>Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the council's Equal Opportunities Policy.</p>	