Generations of Success

THE PARK COMMUNITY SCHOOL

**The Park Community School**

Nestled close to the beautiful North Devon coast and at the edge of Exmoor, The Park Community School is one of two 11-16 comprehensive schools in Barnstaple. Park was opened in 1972 following the re-organisation of selective education in the town; however, the origins of the school date back to 1910, with the site housing both the Boys and Girls grammar schools. Many elements of the original buildings remain and these help to link the school to its proud and strong history.

The school currently educates 1472 students, mainly from the town of Barnstaple and outlying villages. In recent years, the popularity of the school has meant that the geographical catchment has increased, with many students now travelling some distance to join us. Most year groups are currently oversubscribed.

The school is a founding member of The Tarka Learning Partnership (TLP), an academy trust with a vision to empower young people in North Devon through learning. The Trust includes Park's main feeder primary schools - Eden Park Academy, Sticklepath Community Primary Academy, Landkey Community Primary Academy, Roundswell Community Primary Academy, Newport Community School Primary Academy, Fremington Primary School along with North Molton Primary School. TLP also includes the Devon Primary SCITT, a partner dedicated to primary school teacher training.

TLP supports Park and ensures academic rigour, collaboration and the further development of teaching and learning. Park also has strategic alliances with the North Devon Academic Board, and is a member of South West Institute for Teaching (SWIFT). This reflects a key focus of our vision and governance to ensure continual school development.

As part of the Tarka Learning Partnership we are a Safe Employer and thorough checks will be carried out as part of our commitment to Safer Recruitment. We do not accept Curriculum Vitae. Any successful candidate would be subject to a fully enhanced DBS check, and would be expected to adhere to our Safeguarding and Child Protection Policy as well as other mandatory policies. For more information please contact HR below.

**Support Staff Vacancy Details**

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| Job Title: | Marketing and Reports Administrator |
| Contract Term: | Permanent, Term time only |
| Closing date: | 11th September 2023 |
| Interview date: | w/c 11th September 2023 |

**How to Apply**

Please visit: http://www.theparkschool.org.uk/working-for-us to download the relevant application form. If you would like to discuss any aspects of the vacancy in advance of applying please contact 01271 373131 or email hr@theparkschool.org.uk.
Please note we do not accept Curriculum Vitae.

**Job Description**

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| **Job Title:** | **Marketing and Reports Administrator** |
| **Responsible To:** | **Data Manager / PA to Head & SLT** |
| **Work Pattern:** | **Monday to Friday 8.30am - 4.30pm (37hrs x 38.8weeks)** |
| **Contract Type:** | **Permanent, Term Time Only** |
| **Grade:** | **NJC Grade C Scale Point 5 - 7 (Actual Starting Salary £18,051.81) subject to pending pay award** |

**Principle Accountabilities:**

- Preparation and issuing of monitoring reports
- Administration of Class Charts access for students and parents
- Admin support for managing Bromcom Data
- To support on the school marketing and branding content in content, administration and distribution
- Provide first aid support to students and staff on the backup rota

**Main Duties:**

**Key Function 1: Data Administration and Support**

- Report directly into the Data Manager for the following functions;
- Assisting in the setting up of mark sheets for teachers to enter data and ensuring teachers have correct access to the mark sheet.
- Setting up report templates in Word and appropriate mapping of templates in BROMCOM.
- Ensuring all students monitoring reports are uploaded to BROMCOM and published to MCAS
- Save the monitoring reports to the google drive for tutors and middle leaders
- Assisting the Data Manager as needed in printing internal reports (Moving Forward Sheets and Atkinson reports) after each monitoring cycle for Heads of Departments
- Issuing of passwords to students and parents
- Managing and updating Custom Fields/Cards for classes
- Uploading assessment data after each monitoring period
- Copy relevant individual CATS reports into Notes on Class Charts
- Administer student class changes in Bromcom throughout the academic year
- Assist with maintaining withdrawal groups
- Update Bromcom Pupil Passport flag memberships
- Assist with the maintenance of report groups, department, and subject groups
- Assist with the maintenance of Bromcom subjects and department groups
- Assist with the Year 7 admissions data import to Bromcom
- Assist with Bromcom manual data entry during new Year 7 intake
- Assist with general Bromcom data cleansing/housekeeping as required
- Other administrative support as directed by the Data Manager
- Complete and upload the OMR forms ready for the Y7 CATS.
- Efficient triaging of the Parago Service Desk general support tickets
- Produce admin support to produce student certificates for various award events.
- Provide admin support as required for the teaching and learning departments
- To assist with student data processing, data management and retention. Provide support in ensuring all incoming and outgoing student details are accurate and up to date on our MIS (Bromcom)

**Key Function 2: Marketing Support**

- Report directly into the PA to Head, and the Senior Leadership Team for the following functions;
- To support in the presentation of all aspects of the school is to a high standard and supportive of learning
- Supporting and maintaining the brand image
- Produce certificates as required for school events
- Manage the production of the Park News newsletter including copy writing

- Manage the collation and printing of student Knowledge Organisers
- Manage the collation and printing of student and parent booklets
- Support in the production , printing and distribution of relevant student, school and parent material
- Copy, editing and act as school photographer at major school events as and when required
- Develop and maintain a regular flow of communications through the school website
- Assist with production of content for social media and other appropriate digital media
- Provide organisational support for school events and meetings

**Other:**

- Provide First Aid support to students and staff, such as administration of medicine and be on the rota for back up support for first aid (training will be provided)
- Any other duties commensurate with the role and grading, as required by the Head and Leadership Team.

**Personal Specification:**

Shortlisting will be based on these below requirements being evidenced where possible in your application form. Candidates who are successfully shortlisted, will be invited to an interview to explore their suitability for the job.

In addition to the interview you may be required to perform a Task and, or undergo an Observation of skills in practice. If applicable, this is indicated in the Assessment Method column below as follows:
T = A Task/Test of shortlisted candidates for the specified requirements O = An Observation

| Category | Requirement | Essential/ Desirable | Attribute Assessment |
|---|---|---|---|
| Qualifications, Education and Training | English and Maths to GCSE at Grade C or Level 4<br>Business administration or secretarial qualification<br>IT Literate (Microsoft Office or equivalent)<br>First Aid Qualification or willingness to become qualified<br>Willingness to participate in other/and or further development or training opportunities | E<br>D<br>E<br>E<br>E | T |
| Professional Knowledge and skill | Work in an administrative capacity<br>Production of Marketing Communications<br>Work in an educational environment<br>Able to communicate effectively verbally and in writing | E<br>D<br>D<br>E | O/T |
| Experience | Monitoring and creation of content for social media/websites/magazine<br>Awareness of Safeguarding<br>Awareness of Data Protection<br>Experience of a student/customer management information system | D<br>D<br>D<br>D | |
| Professional Skills/Attributes | Ability to work flexibly as part of a team appreciating and supporting the role of others in the team / organisation<br>Competent IT skills<br>Ability to focus within a busy office setting<br>Ability to meet deadlines whilst under pressure<br>Promote the vision, values, and ethos of inclusion of the school<br>Have a commitment to professional growth and development | E<br>E<br>E<br>E<br>E<br>E | O |

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|---|---|---|---|
| | Be able to use initiative | E | |
| Attitudes | Risk averse | D | |
| | Flexibility in working hours | D | |
| | Enjoys working as part of a team | E | |
| | Able to work under own initiative and independently. | E | |
| | Able to reflect and learn from experience. | D | |
| | Resilient and able to function well under pressure. | D | |
| | Propensity for attention to detail | E | T |