Ramsbury Primary School

English Hub
Ramsbury English Hub
Integral to RISE delivery

School Support Staff

Job Profile

Reference:	**Bespoke to Ramsbury English Hub** **Grade E**
Job Title:	**Admin Officer (Data & Finance)**
Main Job Purpose:	To contribute to data management, coordinate specified data returns and support the financial management of Ramsbury English Hub.

Main Duties	
1.	**DATA:** Accurate & prompt completion of the Medium Level Support tab in the DfE reporting dashboard, liaising closely with the Hub Admin Officer on internal records, and recommend improvements to existing processes. Manage hub enquiry forms, update master database from all activity including against Department for Education information (GIAS) and produce quarterly hub mailing lists. Ensure partner school agreements and visit reports are received by deadlines and saved on the hub one drive. Set up & manage online forms for data returns, liaise with partner schools on reminders, compile & analyse school data in consultation with the Hub Business Manager and present to Hub Strategic Team.
2.	**FINANCE:** Ensure monthly team timesheets are completed and locked. Produce and send monthly school payment remittances. Reconcile school resource invoices against approved quotes. Manage invoice filing system, following documentation retention protocols, and support on annual grant assurance return.
3.	**HUB SUPPORT:** Initial point of contact for all admin@ and phone enquiries. Manage hub email accounts, one drive access & file storage following GDPR processes.

Supervision and Management
The jobholder does not have regular responsibility for supervising other staff but may be required to assist in induction of new team members.

Creativity and Innovation (i.e. Problem Solving)
The job holder works within a general framework of recognised procedures and oversight from the Hub Business Manager.

Key Contacts and Relationships	
Hub Business Manager	Close working relationship to enable the smooth running of hub finance & data processes
Hub Admin Officer	Close liaison to ensure accurate & prompt reporting of MLS activity
Hub Lead & Deputy Lead	Direct contact on hub enquires, mailing lists, partner school agreements and data protocols
Strategic Lead	Ad-hoc hub queries
Literacy Specialists	Monthly timesheet completion and school data queries
Partner & Engaged Schools	Liaison with Head Teachers & Reading Leads on data returns and with School Business Managers on payment remittances
IT Consultant	Hub email & one drive queries

Decision Making
There are clearly defined rules and procedures but within these there are limited choices to be made, e.g. the jobholder makes recommendations on data process improvements.

Resources
The job holder supports the appropriate use of resources in line with agreed hub protocols and procedures.

Working Environment
The job is normally subject to interruptions e.g. from telephone calls, emails, visitors, staff and pupils, which leads to the jobholder needing to re-prioritise work or switching to a different programme of tasks. There is occasional background noise from pupils when working in school.

Knowledge and Skills
The jobholder needs strong excel knowledge, numeracy skills, ability to analyse data and an eye for detail. Excellent communication skills are required to respond to phone & email enquiries, and the jobholder also needs to be highly organised.