

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Job description and person specification

Data Administrator

Place Planning and Admissions, People Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

- To work within the Place Planning & School Admissions Service, providing a key data function,
- To support the service by ensuring that all data transfers from schools are imported in a timely and accurate manner,
- To provide efficient and accurate organisation and administration of all aspects of the school data and processes.

Accountable to:

This role is accountable to the Head of Place Planning & Admissions. The role sits within Children & Young Peoples Services, part of the People Directorate in West Northamptonshire Council.

Responsibilities:

1. To provide a data entry function acting as the first point of contact for schools and being responsible for the accurate importing of data
2. Plan and co-ordinate working schedules to ensure that data is imported in line with service standards in order to meet business requirements.
3. Accurately and efficiently maintain and administer information, assist in data collections.
4. Maintain accurate records using databases and corporate systems to provide a high degree of confidentiality in respect of client and personnel information in accordance with the Councils policies, the Data Protection Act and the Freedom of Information Act. Provide reports and data analysis as required by the service.
5. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through the effective use of Office 365, Capita ONE and our internal IT systems and applications.
6. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Good administrative and organisational skills including recording, monitoring, and checking progress	Essential	A, I
Knowledge, or willingness to learn a range of computer applications	Essential	A, I
Able to establish, maintain and share clear systems for record keeping and generating data to inform progress	Essential	A, I
Proactive, possessing excellent organisation and planning skills.	Essential	A, I
Ability to maintain accuracy and good attention to detail while undertaking repetitive tasks	Essential	A, I
Ability to work under pressure to meet deadlines	Essential	A, I
Good working knowledge of education management information systems	Desirable	A, I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, T, I

Knowledge:	Essential / Desirable	Measured by
Able to demonstrate excellent interpersonal and communication skills, both oral and written	Essential	A, I
Demonstrate experience of dealing with customers and providing a service to meet needs of the customer	Essential	A, I
Able to work on own initiative and work as part of a team	Essential	A, I
Ability to maintain confidentiality at all times	Essential	A, I
Knowledge of Capita ONE	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Proven experience in an administrative role	Essential	A, I
Experience of team-working	Essential	A, I
Experience of working in a similar role	Desirable	A, I
Experience of working in an educational context	Desirable	A, I
Experience of working with a variety of data packages	Desirable	A, I

Education, training, and work qualifications:	Essential / Desirable	Measured by
And Maths GCSEs or Level 2 Functional Skills equivalent	Essential	A, D
Evidence of training and/or qualifications relevant to the role	Desirable	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include

Enhanced Disclosure and Barring Service check,

Day-to-day in the role:

Hours:	37	Primary work base:	OAS, Office
Job family band:		Worker type:	Part-flexible
Salary range:		Budget responsibility:	N/A
People management responsibility:	N/A		

Working conditions & how we work:

This role has been identified as a part-flexible worker type. This means that you will be able to work remotely for up to 3 days a week from other locations and home.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent, and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional, and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn, and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

