









Staffordshire University Academy

Data & Reception Assistant

Application Pack

Ofsted
Good
Provider

"There is a strong sense of community and togetherness."

Ofsted 2023



Staffordshire University Academies Trust

Principal Introduction

Thank you for showing an interest in joining Team SUA!

We are proud to be part of Staffordshire University Academies Trust (SUAT) whose family of twenty-one schools has a collective mission to 'Achieve Better Outcomes' for everyone.

At SUA, we have transformed our culture and approaches to education resulting in our academy achieving a 'Good' grading in all areas in our last full Ofsted inspection in November 2023.

We are at a really exciting stage in our history, we have rapidly growing student numbers, a growing sixth form and staff who are completely aligned to our vision in being relentless in our mission to achieve the best outcomes for our students.

Our students follow a simple RESPECT code which instils the right level of focus for the very best learning to take place. We underpin everything on our three academy values 'Aspire, Believe, Achieve!'

We are innovative in our approaches to teaching and learning, sourcing ideas from international practices. Successful learning is supported by having strong partnerships and we work to achieve this through excellent communication between the academy, parents, governors and the local community. We expect students to be engaged with the curriculum in a creative and innovative way, but not forgetting about the core values of education, ensuring they are equipped with the skills necessary for use in today's modern world.

For many years we have built a strong partnership with the Birmingham Repertory Theatre and with many local businesses who enrich the experiences of our students with once in a lifetime opportunities. We offer our students a range of residentials, both locally and internationally, and we are constantly exploring other opportunities to provide additional enrichment for the whole of Team SUA.

We are delighted that you are interested in joining the team, if you are able to, please come and see us in action!

Mrs Rowena Hillier

Staffordshire University Academy

STAFFORDSHIRE UNIVERSITY ACADEMIES TRUST



Reasons to join SUA



Culture

We have an ethos of 'Culture Eats Strategy for Breakfast' – our positive culture is about the central mission of 'improving the life chances of our students'. Staff are friendly, positive and have brought around historical change at SUA through teamwork and innovation.



Wellbeing

Our staff satisfaction is excellent. Staff have access to a suite of wellbeing opportunities, such as daily tea and toast in our staff room, golden tickets, not meeting for meeting's sake, wellbeing days etc. but our approach is not tokenistic. We work as a team to reduce workload issues, such as marking, so that any growing pressures can be easily addressed.



Evidence Informed Practice

All of Team SUA (teaching and support) are evidence informed. Staff run year long projects as part of their own appraisal process. In September 2023 all of our work was published in Ross Morrison-McGill's book 'A Guide to Questioning' – an achievement we are all really proud of. The work that colleagues complete then influences policy and future plans for the academy.



Wider Opportunities

Our sponsor, Staffordshire University, supports our staff in pursuing further qualifications, such as a Master's in Education. Staff are encouraged to complete NPQs. We also have proud links with The Birmingham Repertory Theatre as well as with many local businesses. More recently we have launched our own in-house football academy.



Quality of Education

We have a wide and varied curriculum which has a broad offer of the arts and languages. We don't prescribe pathways for students. Our drive for the curriculum is 'Teach to the Top,' we don't differentiate but ensure that the work is always pitched to the top with adaptive strategies to ensure all students, regardless of their need, continue to grow.



Typicality

We moved away from graded observations several years ago, which helped transform our developmental approach to teaching. We truly believe that no member of staff is the finished article. Staff at any stage in their career share typically great practice to constantly improve.

Contact us

info@suacademy.co.uk
01543 224700

Post: Data & Reception Assistant

Why here? Why Now?

Staffordshire University Academy is looking to appoint a friendly, organised and enthusiastic Data & Reception Assistant to provide a welcoming and professional reception service while supporting the accurate management of academy data and administrative processes.

The successful candidate will play an important role in the day-to-day running of the academy, acting as a first point of contact for visitors, parents and students, while ensuring information is managed accurately, efficiently and confidentially.

We offer a positive working environment, opportunities for professional development and a friendly, supportive team committed to achieving the very best outcomes for our students.

Salary: Grade 3, SCP 5 – £26,427 (FTE), £22,536 (pro rata)
Hours: 37 hours, Term-time + Inset days
Contract: Permanent
Start date: To commence as soon as possible
Closing date: 9am, Monday 30th November 2026

How to Apply
If you are interested in joining Team SUA, please complete the application pack and email to **vacancies@suacademy.co.uk** by the advertised closing date.

We look forward to receiving your application!

Job Description

Responsible to	Data Manager
Responsible for	Under the direction of the Data Manager to support the management of data for the academy and support effective and efficient reception service for Staffordshire University Academy.
Academy Purpose and Values	Aspire, Believe, Achieve! At Staffordshire University Academy we aim to nurture all students to ensure they are happy and confident learners. Through an environment that provides inclusive learning opportunities for all; they can achieve their personal best and aspire to be successful in the future. Students will learn to be reflective and be taught the importance of respect and tolerance for others. Young adults leaving SUA will contribute positively to the local community and be fully prepared for life in modern Britain. We will instil the fundamental values of democracy, freedom, a wider understanding of different faiths and beliefs, celebrating diversity. Students will appreciate the clear link between rights and responsibilities and know the difference between right and wrong.

	The above will be achieved through the delivery of great teaching, excellent communication between the academy, parents, governors and the community and an insistence on the highest standards of behaviour from all.
Support for Data Management	• Support the Data Manager in maintaining accurate, complete and up-to-date student information across academy IT systems, including SIMS and Class Charts. • Ensure data is entered, maintained and updated consistently and accurately, maintaining the integrity and confidentiality of academy records. • Liaise with parents and carers to obtain, verify and update student information as required, ensuring records are accurate and complete. • Assist the Data Manager with the preparation and submission of statutory school census returns, including checking, updating and validating student data to meet required deadlines. • Assist with the coordination and processing of Subject Access Requests (SARs), including gathering relevant information and documentation in accordance with data protection legislation and academy procedures. • Support the analysis of data and preparation of reports and documentation for the Senior Leadership Team, governors and other relevant stakeholders as required. • Provide accurate information to authorised stakeholders, including parents, students, staff, the Local Authority and external agencies, in accordance with data protection requirements. • Support administrative processes relating to data protection, Freedom of Information, copyright and licensing requirements, following academy policies and procedures. • Assist with the preparation of regular reports and statutory returns, ensuring information is provided accurately and within internal and external deadlines.
Support for Reception and Administrative Support	• Provide a professional, welcoming and efficient reception service to all visitors, students, parents and staff across the academy. • Ensure all visitors are appropriately signed in and out, issued with the correct identification badges and comply with academy safeguarding and security procedures. • Answer telephone enquiries promptly and professionally, directing calls and passing messages to the appropriate members of staff. • Use academy IT systems, including SIMS and Class Charts, to access and update student information, locate students and support day-to-day administrative processes. • Provide general administrative support to colleagues and departments across the academy, including preparing documents, maintaining records and assisting with other administrative tasks as required.
General Duties	The expectations of all Staffordshire University Academy staff are: • To act professionally at all times. • To play a full part in the life of the academy community, to support its mission and ethos and to encourage staff and students to follow this example. • To be flexible and adaptable. • To adhere to the ethos of the Trust. • To set an example of personal integrity and professionalism, by working as a team. • To maintain complete confidentiality. • Any other duties required by the Principal that are commensurate with the grade of this post.
Safeguarding:	• Staffordshire University Academy is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that she/he is responsible or come into contact with.

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade to ensure the smooth running of the academy. The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

This academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to background internet check (including social media) criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form. As part of the recruitment process social media checks will be undertaken

Person Specification

Post: Data & Reception Assistant

In your application, please demonstrate how you meet these criteria.

Attributes	Essential	Desirable	How identified
Qualifications	• NVQ Level 2 in School Support or an equivalent qualification or relevant experience.	• Basic First Aid training (e.g. emergency first aid course)	A
Work Related Experience and Associated Skills	• Experience of data management, analysis and reporting, with the ability to maintain accurate records. • Proven ICT skills, including proficiency in Microsoft Office and the ability to use administrative and data management systems. • Experience of providing a professional, efficient and welcoming reception service. • Good numeracy, literacy and communication skills. • Strong interpersonal skills, with the ability to communicate effectively with students, parents, staff and external stakeholders. • Good organisational, planning and prioritisation skills, with excellent attention to detail. • Ability to work independently, use initiative and contribute effectively as part of a team. • A professional, methodical and confidential approach to handling information and completing administrative tasks.	• Proficient in the use of SIMS and Class Charts • Awareness of data protection legislation, including GDPR and Subject Access Requests. • Full working knowledge of relevant policies/practices and external regulations.	A/LO/I/R
Personal Skills/Specialist Knowledge	• Excellent ICT and keyboard skills, with the ability to use academy systems effectively (training on SIMS and Class Charts will be provided). • Strong organisational skills, with the ability to prioritise tasks and manage competing demands. • Ability to remain calm, professional and efficient under pressure. • Self-motivated, proactive and able to use initiative. • Friendly, approachable and customer-focused, with excellent interpersonal skills.		A/LO/I/R

	• Ability to maintain confidentiality and handle sensitive information with discretion. • Ability to work effectively both independently and as part of a team. • Awareness of relevant legislation, including data protection and safeguarding requirements. • Methodical and accurate approach to work, with excellent attention to detail.		
Personal Qualities	• Professional, enterprising, personal impact. • Outgoing, warm personality, approachable, inclusive. • Positive, adaptable, self-motivated, self-confident and reliable. • Energetic and enthusiastic. • Calm under pressure, emotionally intelligent. • Sensitivity, fairness, tact and discretion. Commitment, generosity of spirit.	• Commitment to contribute to academy life	I/R
A = Application I = Interview LO = Lesson Observation R = Reference			

Staffordshire University Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.