

JOB SPECIFICATION  
**Data, Exams and Administration Assistant**

Reports To: Data Manager and Senior HR Administrator

Department/Site: Data, Exams and Administration

Why

**Job Summary**

- Provide high quality administrative and communications support to the academy.
- Support the Data, Exams and Administrative teams according to the needs of the business.

What

**Main Responsibilities**

- Provide clerical and administrative support, including scanning, printing, photocopying, laminating, and emailing, as appropriate.
- Manage all aspects of the parent payment system, to include answering parent enquiries via telephone and email, producing reports for staff, sending letters (including activation letters for new starters and debt letters), distributing bought items in a timely manner and regularly updating the student and staff database to ensure everyone has an account.
- Register late students from 8:30-9:30am daily, ensuring that detentions are issued as required.
- Attend home visits with the Attendance Officer.
- Help the Exams Officer during exam seasons, tasks will include setting up exam rooms, printing seating plans, name tags and signs as directed and assisting with exam invigilation as required.
- Data input of PPE exam results and internal testing for all year groups.
- Preparing and printing reports following data collections for distribution to parents and departments.
- Responsible for the running of the Reprographics department on a Friday, helping the Reprographics Technician Monday to Thursday.
- Distribute incoming mail, frank and send outgoing mail.
- Store and maintain confidential documents, details and information appropriately.
- Assist with the planning of progress evenings for Years 7-11, to include printing seating plans, reports, name plates for teachers and ensuring all information is ready to distribute to parents.
- Ensure that first aid boxes around the school are fully stocked, ordering items when stock runs low and ensuring that the medical room is tidy.
- Administer First Aid on completion of relevant training.
- Any other duties deemed appropriate to the role.

How

Competencies

Personal Attributes

(level expected when job is conducted to the required standard)

**Framework**

*Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.*

Act as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust.

Recognise and respect difference between individuals and play their part in making the Academy/Trust more inclusive.

Pro-actively checks to prevent errors and achieve targets.

Know the local arrangements concerning the safeguarding of children and young people and how to use them.

Takes responsibility for own Health & Safety, ensuring immediate work environment is safe.

Develop effective professional relationships with colleagues knowing how & when to draw on advice and specialist support.

Demonstrate consistently the ethos and behaviour which are expected of all.  
Understands why it is important to follow policies and procedures and knows where to find them

**Development**

*Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.*

Participate in whole team/department training/induction events.

Create a 'can-do' culture to raise aspiration for all.

Takes responsibility for improving own working/teaching practices through appropriate professional development, responding to advice and feedback from colleagues.

**Leading**

*Providing direction to ensure that the resources are available to achieve results in the most effective way.*

Responsive to leadership and direction.

Acts a role model, upholding professional and courteous manner at all times.

Receives direction and is able to follow instructions.

Completes the tasks assigned which contribute to the delivery of specific results.

**Task Management**

Receives tasks and knows who they are accountable to in their work.

Is supported in planning daily workload.

<i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Prioritises within daily tasks.	
<b>Communication</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Communicates effectively with colleagues. An active listener.	
	Is numerate.	
<b>Problem Solving/Decision Making</b> <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Identifies problems and looks for support.	
	Participates in team based decisions	
	Knows, understands and complies with procedures relating to information and confidentiality	
	Solves problems within own remit which does not affect others	
	Seeks support when immediate decisions are required	
Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
	Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
Education, Qualifications and Experience (EQE)	Minimum of grade C/4 in Maths and English at GCSE level (or functional skills level 2 in Maths and English); good IT skills and competency in the use of the Microsoft Office package. Shortlisted applicants will be contacted by an Apprenticeship provider to conduct eligibility checks.	
Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.