



Job Description

Job Title :	Data and Administration Officer (with responsibility for school database systems)
Main Job Purpose :	To support the Senior Leadership Team, Office Manager and admin team with administrative duties relating to school databases

Main Duties	
1.	Updating and overseeing school communication - Support the office team by maintaining pupil database (Integris) and managing up to date communication with parents and carers (Teachers2Parents)
2.	Liaise with Integris/Wonde team to sort errors and problems/support with system requirements
3.	Annually create new year structure on Integris and populate new classes/teachers
4.	Manage and maintain our Single Central Record database.
5.	Move children in to new classes and update communication database
6.	Maintain monitoring database and ensure new children included
7.	Issue staff with logins and passwords and manage the permissions that are required
8.	Undertake general administrative duties to support the Leadership and school teams
9.	Provide data and run various reports as required by the Senior Leadership Team
10.	Provide receptionist cover as required
11.	Support the Office Manager
12.	Contribute to the development and improvement of office administration systems to ensure a consistent approach is taken to enhance joined up working across the 'school team', providing cross over and support when needed at either school site
12.	Other various duties e.g. deal with phone calls and parents/deliveries, show parents and interviewees around the school, and anything else requested by the Senior Leadership Team to ensure the smooth running of the office
13.	Support the effective and efficient delivery of examinations/assessments
14.	Provide high quality administration and analysis

15.	Ensure all services involved comply with the relevant policies and procedures
16.	Organising assessment materials, providing safe custody of and organising examination stationary and material, including question papers, in accordance with regulations
17.	Liaise with all staff to ensure effective communication and efficient running of all aspects of assessments (logistics of room timetabling, suitable accommodation, required equipment etc.)
18.	Provide regular feedback to the Leadership Team and staff with regard to the process of the assessment annual timetable (tasks completed, those outstanding and progress etc.)
19.	Liaise with the National Assessment Agency and LA as appropriate. Checking DfE and other examination statistics before publication
20.	Organise and deliver parent/carers communication of assessment results as appropriate, ensuring any parental query is actioned and resolved as soon as practically possible

Supervision and Management

The jobholder does not have supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits or peers.

Creativity and Innovation (i.e. Problem Solving)

The jobholder works within a general framework of recognised procedures but will develop systems to improve process and deal with problems and issues from time to time.

Key Contacts and Relationships

Office Manager – for instruction and information

Leadership Team – for instruction and information. Provide analysis and tracking data to the team for strategic review

Other office staff – provide help and support to other team members

Teachers – for information exchange and day to day contact in terms of assessment support

Parents, pupils and visitors – general queries, advice and information exchange.

Resources

The jobholder is required to use resources with care, and adhere to GDPR when securing resources

- Organised approach to work; working accurately with complex data
- Be able to maintain confidentiality

Desirable:

- Previous experience or knowledge of the education sector would be an advantage

OTHER:

The nature of the work requires the jobholder to have undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.

The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.

The jobholder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Job Title:..... Date:.....