

Administrator with Data Responsibility

Salary: SCP 4-6

Hours: 22.5 hours per week - Working hours and days can be discussed at interview

Contract type: Part time, TTO+3

Reporting to: Office Manager

Responsible for : N/A

Job Description

Purpose of the Post

The purpose of the post is to work closely with and support both the Trust Data Manager and Senior Office Manager, taking particular responsibility for the administration support related to Data and general administration duties in school and the school's statutory obligations within these areas. Ensure the effective application, maintenance and monitoring of systems supporting the practices and procedures relating to Data and Exams.

Main duties and responsibilities

- Work closely with the Trust Data Manager to ensure the accuracy and relevance of reports and providing administrative support to support them
- Access, update and maintain pupil data across relevant systems including pupil records, ensuring the databases used remain fit for purpose and up to date
- Produce accurate reports and deal with correspondence
- Support the Trust Data Manager with processes around Census returns adhering to necessary procedures
- Communicate clearly and accurately with a range of stakeholders including parents/carers, Local Authority Officers and other professionals
- Word processing of letters, documents and reports as required
- Under the direction of the Data Manager, support administration processes surrounding admissions/intake, leavers, new year and year end data input and manage housekeeping tasks in this respect
- Assist and support colleagues with timetable creations for new starters
- Ensure data accuracy at all times
- Assist with admin processes surrounding student changes of information
- Assist and support with student progress reports
- Act as the first point of contact for all data related enquiries in the Academy, referring complex requests or points of issue to the Data Manager
- Maintain an awareness of legislation and software up-dates
- Monitor and support incoming communications from whole school channels (e.g. phone, email mailbox, Arbor App) as required and sharing with the relevant staff members.
- Provide cover for reception when required, answering the telephone (transferring calls, taking and delivering caller messages) and dealing with face-to-face enquiries
- Ensuring visitors sign in on the Inentry system and issuing passes, alerting staff to the arrival of a visitor, monitoring the collection of the visitor, signing out and collecting passes as they leave
- Provide reprographics support ensuring all documentation is produced to a high standard
- Provide advice and guidance to staff, students, parents/carers and others
- Provide support during emergency procedures for safe evacuation
- Support with exam invigilation as required
- Support with the organisation of parents evening arrangements, trips/visits and other events including

carrying out the associated administrative tasks

- Liaise with students, parents/carers and staff to effectively organise and manage the administration processes and procedures for designated area
- Undertake typing, word-processing and other IT based tasks
- Collate and prepare data/information and produce reports/information/data as required
- Request, collate, proof read and print reports/letters/documents
- Reply to parents/carers requests for information or queries in writing and telephone
- Maintain online and paper filing systems in line with retention and general data protection guidelines
- Respond to routine correspondence, sorting and distributing internal / external mail and emails

General Requirements

- Actively seek to develop professionally
- Participate in the school Performance Review process
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Carry out all duties and responsibilities with due regard to the school policies
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance management as required.
- To support, uphold and contribute to the development of the Schools Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- Be subject to a police criminal records check (enhanced disclosure) from the Disclosure and Barring Service
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- The duties of the post may vary from time to time, as required by the Head teacher, without changing their general character or level of responsibility.

Person Specification

	Essential	Desirable
Education and training	<ul style="list-style-type: none"> ● GCSE in English and Maths Grade C or above or equivalent 	<ul style="list-style-type: none"> ● Administrative qualifications equivalent to NQF level 2
Experience	<ul style="list-style-type: none"> ● Experience of administrative systems and ICT packages (such as Microsoft Office and/or Google Suite) ● Experience of working with people in a busy office or reception environment ● Excellent organisational skills and experience of multi-tasking ● Ability to fulfil all spoken aspects of the role with confidence 	<ul style="list-style-type: none"> ● Experience of the use of Arbor (MIS) ● Experience of working in a school

Knowledge and skills	<ul style="list-style-type: none"> ● Carry out all aspects of the role to a high standard ● Demonstrate their ability to work using their initiative ● Work effectively to deadlines and under pressure ● Demonstrate excellent organisational and planning skills ● Excellent communication skills both verbal and written ● Ability to initiate and adapt to change ● Excellent listening skills 	<ul style="list-style-type: none"> ● Knowledge of education and policies and procedures relating to working in a school
Personal qualities	<ul style="list-style-type: none"> ● Ability to remain calm under pressure and prioritise demands to meet deadlines ● Ability to remain calm when dealing with challenging parents and members of the public ● Ability to communicate effectively at all levels with the ability to use tact and patience ● Flexible and positive approach to change ● Willing to work as part of a team ● Caring and approachable, assertive ● Professional and customer service orientated ● Ability to maintain a high level of confidentiality and discretion at all times ● Capable of handling a demanding workload and successfully prioritising work 	
DBS	<ul style="list-style-type: none"> ● The successful candidate will require an enhanced DBS check 	

Behaviours and expectations:

All staff members are expected to adhere to and promote professional standards including the Trust and Parkside's code of conduct and values.

General:

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Head teacher and develop and promote high standards of professional conduct in school.

You will be expected to carry out your duties in line with the School's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, contract, induction, ongoing performance management and development through school communications.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, and your own professional development.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.