

Chiltern Way Academy Trust

Job Description – School Administrator

Post Title	School Administrator
Responsible To	Trust Data Lead
Scope	Chiltern Way Academy Trust (cross-site, working across Trust schools)
Hours / Weeks	37 hours per week, 39 weeks per year

The Trust

Chiltern Way Academy Trust is a highly successful, award-winning multi-academy trust providing high-quality mainstream and specialist education for children and young people aged 2 to 19. Across our growing family of schools, our skilled and dedicated staff combine high expectations with excellent education, care and support so that every child and young person can thrive. Our defining purpose is to make an enduring difference to their lives, equipping every learner with the knowledge, resilience and skills to fulfil their potential and lead purposeful, rewarding lives.

Job Purpose

The School Administrator will play a key role in supporting the smooth operation of the Trust's administrative functions across Chiltern Way Academy Trust's schools. This position is responsible for managing administrative processes, supporting senior leadership, and ensuring compliance with policies and procedures, contributing to the efficiency and effectiveness of the Trust's operations.

The role focuses on maintaining accurate administrative and pupil information systems, verifying and maintaining the quality of school administrative records, supporting leadership and interdepartmental teams with operational administrative processes, supporting administrative staff across other Trust sites, and providing administrative support to the delivery of examinations and assessment processes.

The postholder will ensure that administrative systems operate efficiently, that records are accurate and well maintained, and that administrative processes support the effective running of the Trust's schools.

Key Responsibilities

Administrative Systems

- Maintain and support effective administrative systems across the Trust
- Ensure administrative processes are organised, efficient and consistently applied
- Support leadership teams with administrative coordination and operational tasks
- Assist in maintaining clear administrative procedures and documentation
- Provide routine administrative support for the delivery of examinations and assessment processes, including checking examination paperwork, and supporting the secure preparation and packing of examination scripts

SIMS Administration

- Work with the Trust Data Lead to maintain and support the Trust's SIMS systems
- Ensure admin staff are able to keep pupil records accurate, complete and up to date
- Support staff with SIMS queries and administrative processes
- Coordinate administrative tasks linked to SIMS, including admissions records, pupil movement and record maintenance
- Manage SIMS ID administration and escalate issues to MIS Support or Parent Pay Group where applicable
- Manage SIMS ID onboarding for new starters and leavers
- Run SIMS data cleansing and housekeeping routines to maintain accurate, compliant and up-to-date student records
- Produce routine SIMS reports, including student end-of-term reports, using established templates and processes, escalating requests requiring more complex reporting or analysis to the Trust Data Lead
- Undertake routine manual data entry and maintenance of examination and assessment information within SIMS

Data Verification and Accuracy

- Support the verification of administrative and pupil records to ensure accuracy and completeness
- Carry out routine checks of school administrative data and records
- Support leadership teams by identifying and correcting administrative inconsistencies where required
- Ensure administrative records align across systems and documentation
- Assist with routine checks of examination entries to support their accuracy and completeness, escalating any discrepancies or queries as appropriate

Trust Administrative Support

- Provide administrative systems support across the Trust where required
- Support cross-site administrative coordination
- Contribute to Trust administrative projects and improvements to systems and processes
- Assist in developing more consistent administrative practices across schools

General Responsibilities

- Contribute to the overall aims and values of Chiltern Way Academy Trust
- Work collaboratively with leadership and administrative teams
- Participate in professional development and training
- Support Trust initiatives and operational improvements
- Work within and encourage the Trust's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- Promote the safeguarding of children
- Use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- Attend INSET, appropriate training and relevant meetings as required, and participate in the Trust's performance management process

Person Specification

Criteria	Essential	Desirable	How Assessed
Qualifications			
GCSE English and Maths at grade C/4 or above (or equivalent)	✓		Application
Level 2/3 qualification in Business Administration (or equivalent experience)	✓		Application
Relevant SIMS or MIS training or qualification		✓	Application
Experience			
Experience in an administrative or office support role	✓		Application
Experience maintaining accurate records or data systems	✓		Application / Interview
Experience of using SIMS or another school MIS		✓	Application / Interview
Experience of supporting examinations or assessment administration		✓	Application / Interview
Experience working across multiple sites or teams		✓	Application / Interview
Skills & Knowledge			
Strong IT skills, including MS Office	✓		Application / Interview
High level of accuracy, organisation and attention to detail	✓		Application / Interview
Good time-management skills and ability to prioritise a varied workload	✓		Interview
Ability to communicate effectively with staff, pupils and external stakeholders	✓		Interview
Working knowledge of SIMS		✓	Interview / Task
Understanding of data protection and GDPR in a school context		✓	Interview
Understanding of examination board administrative requirements		✓	Interview
Personal Qualities			
Reliable, discreet and trustworthy when handling confidential information	✓		Interview / References
Able to work independently and as part of a team	✓		Interview
Flexible and willing to support colleagues across different Trust sites	✓		Interview
Commitment to safeguarding and the wellbeing of children and young people	✓		Interview / References
Commitment to equality, diversity and inclusion	✓		Interview
Other Requirements			
Willingness to travel between Trust sites as required	✓		Application / Interview

Criteria	Essential	Desirable	How Assessed
Required to undergo an enhanced DBS check	✓		Application

Safeguarding Statement

Chiltern Way Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check issued for the Child Workforce. In line with Keeping Children Safe in Education (KCSIE), an online search will be conducted on all shortlisted applicants prior to interview.

Declaration

I confirm that I have read and understood this job description and agree to undertake the duties and responsibilities outlined above.

Employee Name		Signature / Date	
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This JD is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the CEO/COO, without changing their general character or the level of responsibility entailed.