

JOB DESCRIPTION

Admin Data Officer

The post holder will report to the School Business Manager. Apart from other colleagues in the school, the main contacts of the role are the Headteacher, Senior Management, teaching and other support staff, pupils and parents.

Main Purpose of the Job

- To provide a comprehensive administrative support function to the school.
- To be the point of contact for school data system related issues. Ensuring school data systems are used to its full potential, informing school development and providing class teachers with an extensive range of information.
- To work collaboratively with all staff and parents in order to support pupil wellbeing.

Main Duties and Responsibilities:

- To communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries.
- To assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff etc, if required.
- To assist the School Business Manager in maintaining an efficient and responsive support service to the school, ensuring expectations of high standards are met.
- To support the Headteacher in the smooth execution of a personal diary of events and organisation in order to meet deadlines.
- To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure delivery of a high level administrative service.
- To produce lists, information and data as required, for example, pupils' data and to maintain and collate pupil reports accurately.

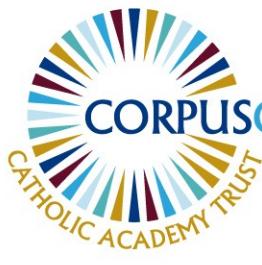
- Arrange meetings and events and take notes at meetings to a high standard, as and when required.
- To collect and distribute incoming mail, dispatch outgoing mail in the absence of the Administration Assistant.
- To respond independently to correspondence as required.
- Respond to all queries from a wide range of people in an efficient and courteous manner, using initiative and creative skills to resolve issues.
- To operate relevant equipment and ICT packages (for example word, excel, databases, email, internet, Arbour and other data systems).
- To maintain manual and computerised records and to use IT systems effectively to provide reports and statistics.
- To provide general advice and guidance to staff, pupils and others.
- To have an overview of correct and timely input of data onto Arbour by staff and to manage access rights
- To maintain and edit the inventory of marksheets, tracking grids, reports and templates.
- Run routine reports for; class teachers, management and other colleagues.
- To ensure accuracy and confidentiality of all information produced.
- Use initiative and time management to organise own workload in order to meet deadlines.
- To provide administrative and organisational support to the Governing Body.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To be aware of and support difference and to ensure equal opportunities for all.
- To contribute to the overall ethos, work and aims of the school.
- To attend and participate in relevant meetings as required.
- Help to identify own personal development needs and to participate in training and other learning activities and performance development as required.
- To converse at ease and provide advice in accurate spoken English is essential for the post.

General

- To attend training and administer basic first aid as and when required
- To maintain confidentiality relating to the staff and students of the school at all times.
- To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances
- To undertake all duties with full regard to the Health and Safety at Work Act
- To contribute to the overall ethos, work and aims of the School and Trust
- To participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the school as may be reasonably expected, which are commensurate with the grade of this post.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.



We are His body, living and learning as one.

Person Specification

Admin Data Officer

CRITERIA	ESSENTIAL OR DESIRABLE	HOW AND WHEN MEASURED *A/I/R/SP
QUALIFICATIONS		
Effective written and verbal communication skills to liaise with a wide range of people at all levels	E	A/I/R
Possess good numeracy and literacy skills	E	A/I/R
KNOWLEDGE / SKILLS / ABILITIES		
Experience of a high level of administrative work	E	A/I/R
Experience of using school data system such as SIMS or Arbor	D	A/I/R
Experience of working in a school office	D	A/I/R
Excellent ICT skills	E	A/I/R
Ability to manage own workload effectively	E	A/I/R
Ability to produce accurate written minutes/notes of meetings	E	A/I/R
Knowledge and experience of information technology and ability to use ICT packages, including spreadsheets, databases and word processing packages	E	A/I/R
Possess excellent keyboard skills in order to produce high quality documents	E	A/I/R
Accuracy and precision when preparing, maintaining and monitoring administrative records	E	A/I/R
Have a knowledge and awareness of the regulatory framework around education and schools	E	A/I/R
Ability to relate well to children and adults	E	A/I/R
Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E	A/I/R
Ability to identify your own training needs and willingness to undertake training were required	E	A/I/R
PERSONAL STYLES & BEHAVIOURS		
To act with the utmost integrity at all times	E	A/I/R
Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work.	E	A/I/R
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	E	A/I/R
The flexibility to adapt to changing workloads demands and new school challenges.	E	A/I/R
Personal commitment to continuous self-development.	E	A/I/R
Personal commitment to continuous school improvement.	E	A/I/R
Personal commitment to the school's professional standards, including dress code as appropriate.	E	A/I/R
Be willing to consent to apply for an enhanced disclosure and barring service check.	E	A/I/R
To contribute to the Catholic ethos of the school	E	A/I/R
To be committed to equal opportunities	E	A/I/R
To uphold all aspects of safeguarding	E	A/I/R

