

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
C1210	Administrative Assistant - Data	Grade 5	423 NJC	April 2008

Statement of Purpose

Under guidance from the Senior Leadership Team, manage the school's pupil information system, SIMS.net. To undertake administrative, financial and organisational processes within the school and to assist with the planning and development of support services.

Support for Data Management

- To be responsible for all aspects of the operation of SIMS.net (Schools Information Management System) for the storage, production of information, statistics and reports associated with detailed pupil records.
- To manage pupil records particularly student achievement, student progress information and pupils' records.
- To liaise with staff and prepare Class Lists on the system regularly to account for class changes.
- To liaise with staff for the maintenance of student and staff administrative data.
- Check for missing data and fill gaps by contacting other schools or agencies.
- To produce reports and analyse data as requested by the Senior Leadership Team and others, including the timely and accurate submission of complex statutory/statistical returns.
- To assist in the production of the school timetable, including student/subject/group allocation, data manipulation, carry out system reconciliations and produce timetable reports
- To check and distribute timetables, teaching sets and other timetable information.
- Make data available to appropriate stakeholders at the appropriate time. e.g. parents, students, teachers, LEA, DCSF, other external agencies to meet internal and externally set deadlines.
- To liaise with the Senior Leadership Team to coordinate the arrival of Year 9 students in September and all other admissions at other times of the year.
- To liaise with Heads of House/Sixth Form to coordinate the Year 11 -13 leavers process and all other leavers at other times of the year.
- To support senior staff with the organisation and management of Year 9 options process.
- Liaise with Pupil Database Team and Staffordshire Learning Technologies
- To log and report any problems experienced by software users.

Support to other Staff, Pupils, Parents and the Community

- Provide personal, administrative and organisational support to other staff, including senior staff.
- Provide advice and guidance to staff, pupils and others

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Support Financial and Organisational Management

- Manage manual and computerised record/information systems.
- Undertake general financial responsibilities including processing invoices, receipt and recording of monies
- Liaise with Joint Finance Unit
- Undertake typing and word-processing and complex IT based tasks.
- Operate relevant equipment/complex ICT packages.
- Undertake administration of complex procedures.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- 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 development as required.
- Assist with pupil needs as appropriate during the school day.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the postholder and the relevant trade union before submitting for re-evaluation.

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**Person Specification
Administrative Assistant - Data
Level 3**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Experience of data manipulation, analysis and reporting. • Proven ICT experience 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ 3 school support or equivalent qualification or experience. • Evidence of formal ICT training and development. 	I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills • Methodical with a good attention to detail 	AF/I

