

## **JOB DETAILS:**

<b>Post Title:</b>	<b>Administration and Data Officer</b>
<b>Responsible to:</b>	<b>Finance &amp; Administration Manager</b>
<b>Accountable to:</b>	<b>Head Teacher, Deputy Head Teacher and Assistant Head Teachers</b>
<b>Based:</b>	<b>St John the Baptist Primary School</b>
<b>Hours:</b>	<b>35 hours per week (term time only)</b>
<b>Scale</b>	<b>Scale 6 points 18-20 (£29544 - £30,618 FTE)</b>
<b>Contacts:</b>	<b>Executive Principal, Headteacher, Senior Managers, Finance &amp; Administration Manager, Federation Business Manager, Pastoral Manager, other school staff, pupils, Governing Body, the LEA, parents and care givers, and other outside bodies such as building contractors.</b>

## **JOB SUMMARY:**

- To ensure the accurate maintenance and management of pupil and school data. Assist in the provision of an efficient and effective school administrative function.
- To provide support to Headteacher and Finance & Administration Manager by ensuring that all necessary information is up to date and that requests are followed up in a timely fashion. Be responsible for the maintenance of the database.

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **Pupil Data:**

- To assist in co-ordinating staff cover requirements.
- Maintain robust processes and manage a varied workload using a structured, timely and prioritized methodology. To become a SIMS administrator / super-user.
- Work alongside the Finance & Administration Manager and School Business Manager to ensure the school has appropriate systems, processes and controls in place to maintain and manage all aspects of pupil data.
- Load the annual pupil intake into SIMS in addition to administering pupils when they arrive, leave or transfer to the school.
- Ensure the schools cash system database is up to date.
- Maintain individual pupil records in accordance with PLASC requirements. Produce PLASC returns and ad hoc reports when necessary.
- Maintain the SIMS database of pupil records for attendance and punctuality, liaising with the Heads of Year, the school Home Support Worker and Attendance Officer as appropriate and where necessary.
- Co-ordinate the updating of the SIMS database and Assessment Manager with pupil assessment data on an annual and ad hoc basis.

- To support the annual updating of the SIMS database with the annual timetable and class changes.
- Maintain records of all disciplinary, behavioural and special needs issues relating to individual pupils and updating SIMS where necessary.
- Produce reports when required.

#### **Resources:**

- Operate relevant equipment/complex ICT packages.
- Undertake complex financial administration procedures.
- Manage administration of facilities including use of school premises.

#### **General Administration:**

- Assist with the marketing and promotion of the school.
- To support the Finance and Admin Manager in welcoming stakeholders and to provide cover and support to the Finance and Admin Manager as and when required.
- To plan and schedule meeting rooms for any training and meetings held at the school and organize refreshments and resources when necessary.
- To oversee the typing of all pupil/parent correspondence and ensure information is presented effectively through the use of noticeboards, newsletters and the school website.
- To support with the updating of the schools website and Social Media networks.
- To support and coordinate work experience and student placements within the school office.
- To organize and maintain all site archiving.

#### **Other:**

- Self-review and critique all systems and processes associated with the role and to work alongside the Finance and Admin Manager to improve and develop systems and processes where appropriate.
- Be responsible for own career development and undertake training as appropriate for the further development of the post.
- To take part in first aid training and offer first aid as required.

#### **General:**

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
- The post holder may be required to work outside normal school hours on occasion, with due notice.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates

are required to give details of any convictions on their appointment form and are expected to disclose such information at the appointment interview.

- Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Date of Issue: .....

Signature of Post holder: .....

Signature of Headteacher: .....

## PERSON SPECIFICATION - Administration and Data Officer

		Essential	Desirable
<b>Qualifications, Knowledge and Experience</b>	English and Maths Qualifications to GCSE level.	✓	
	NVQ Level 3 or equivalent qualification or experience in relevant discipline.	✓	
	Experience of development, management and operation of administrative systems.	✓	
	Experience of working as part of a team and supporting others in order to achieve a shared vision/goal.	✓	
	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	✓	
		✓	
<b>Communication</b>	Possesses effective verbal and written communication skills.	✓	
	Presents information and ideas clearly and uses communication appropriate to the audience.	✓	
	Able to positively influence the opinions of others through factual discussion.	✓	
	Able to adapt personal style of communication to reflect a situation and/or need.	✓	
	Able to create an environment of trust by delivering on promises.	✓	
	Utilises report writing skills to accurately reflect a situation through positive communication techniques.	✓	
	Able to disseminate information and demonstrates a consultative approach to communication.	✓	
	Able to persuade and influence others effectively.	✓	
	Able to demonstrate tact and diplomacy in communication.	✓	
	✓		

<b>Skills and Abilities</b>	Competent to an intermediate level in the use of Microsoft Office software to complete secretarial or administrative tasks, e.g. Word, Excel, PowerPoint, Outlook etc.	✓	
	Competent in the maintenance of database packages and experience of reporting from database packages.	✓	
	The ability to plan and complete a piece of work in a methodical, efficient and timely manner to meet a set deadline.	✓	
	The ability to deal with a range of people, including members of the public and other professionals, in an effective and polite manner.	✓	
	The ability to use own initiative and creativity to achieve desired results.	✓	
	Possesses good organisational skills in order to maintain efficiency and the ability to prioritise own workload.	✓	
	Motivated to work towards creating a safe, open and trusting environment.	✓	
	Willingness to partake in continuous professional development.	✓	
	Demonstrates excellent administrative and reception practices.	✓	
	Exercises flexibility so as to take on changes in work priorities and practices.	✓	
	Able to balance tasks and resources in the organisation of a wide range of activities.	✓	
	Able to provide contingency plans to address the unexpected.	✓	
	Demonstrates clear and logical thinking in working through problems.	✓	
	Able to follow organisational procedures and maintain quality of standards in own work.	✓	
	An awareness of the needs of children who have a variety of needs and who come from a variety of backgrounds.	✓	
The ability to adapt to new office technologies.	✓		
An understanding of customer service and the principles in delivering outstanding customer service.	✓		
<b>Accountability and Freedom to Act</b>	Able to make routine decisions based upon guidelines and procedures laid down within established frameworks.	✓	
	Leads by example in standards of behaviour in the work environment.	✓	

