

Job Description

Admin Officer – Data and Curriculum



Grade: Scale 4 (37 hours per week TTO pro rata plus 2 days)

Responsible to: Office Manager & PA to Headteacher and Senior Deputy Headteacher

Job Purpose

- The post will contribute to the administration of whole school data, curriculum, planning and development.
- To provide efficient and effective administrative, clerical and secretarial support for the administration team.
- To support with whole school data entry and curriculum/timetabling administration.
- To provide efficient and effective administrative and secretarial support to the Senior Deputy Headteacher.
- Provide guidance and support to administrative colleagues and assume urgent delegated responsibilities in the absence of the Office Manager to ensure continuity of service and the effective day-to-day operation of the office.

Key Responsibilities

- To administer the collection, input and storage of data using recognised school's MIS software and other internal systems, in conjunction with the schools Data and Exams Manager.
- To assist with the collection, monitoring and update of the data within the school's MIS and perform regular reviews, correcting errors in a timely manner. To include FSM, PP and other relevant information.
- To provide general administrative support for the administrative team, ensuring the smooth running of the school's office function.
- To provide cover for reception as necessary, in addition to other agreed admin functions as part of the wider team.
- In conjunction with the Senior Deputy Headteacher, Assistant Headteacher and Data and Exams Manager, provide the administrative support for the planning and formulation of the school curriculum and timetable.
- To provide administrative support throughout quality assurance processes, supporting senior colleagues to undertake necessary data collection and analysis in a timely and efficient manner.
- To provide administrative support for the management of medical health care plans, ensuring these are in date and updated as required.
- To provide administrative support around Year 7 intake.
- To administer any systems created by senior colleagues as far as possible, independently.

- Be initial contact for a wide range of staff with problems or queries regarding timetable/grouping queries, liaison with senior staff to administer any necessary changes that occur.
- Be able to meet deadlines involving frequently changing circumstances and conflicting priorities.
- Be responsible for the submission of relevant information from senior leaders to outside agencies, e.g. DfE, WCC with regards student enrolment.
- To build effective working relationships with staff to ensure an honest and confidential culture exists and is embedded throughout the school.
- To administer agreed data and curriculum systems and procedures to meet the changing needs of the school and help ensure the schools' systems remain compliant.
- Provide the relevant data and information for Senior colleagues to utilise in the formation of detailed reports as required.
- To undertake other professional duties as directed by the Office Manager and/or senior leaders. To include administrative support for staff CPD sessions.
- To undertake relevant professional development and training where appropriate.

Other

- To oversee the maintenance of filing systems, ensuring records are suitable for audit purposes.
- To participate in performance management in accordance with school policy.
- To demonstrate a commitment to equality of opportunity for all members of the school's community.
- To be a positive, innovative and resourceful member of the school community, employing a can do attitude.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow child protection procedures.

Additional Responsibilities

This job description is not necessarily a comprehensive definition of the post. The post-holder is expected to carry out any other tasks which the Headteacher or Governors may from time to time reasonably require. This job description allocates duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

The nominal hours attached to this post are 37 hours per week term time only, plus 2 days, with additional hours paid on a casual basis when and if required. It is a requirement of this post that personal holidays are arranged to coincide with school holidays. This job description allocates duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

Person Specification

Admin Assistant – Data and Curriculum



Qualifications	Essential	Desirable
NVQ Level 3 or equivalent qualification or experience of relevant discipline	✓	
English and Maths qualifications at GCSE grade C or equivalent		✓
Evidence of professional development.	✓	
Skills/Technical Requirements		
Experience of working with specific systems used daily within the administrative team (Arbor, InVentry, Office 365 etc)		✓
Ability to utilise agreed administrative systems	✓	
Ability to support staff/pupils/respond to parents in terms of whole school policy and practice	✓	
Knowledge and understanding		
Knowledge and understanding of issues facing schools and the administrative needs they create, in particular, working knowledge of relevant policies/code of practice		✓
A strong understanding of GDPR and the pressures that are faced in education with regards to data protection	✓	
Work constructively as part of a team, understanding school roles and responsibilities and own position within these		✓
Experience		
Experience of data and curriculum administration in a school context		✓
Collating and supplying the information passed to senior staff and colleagues		✓
Skills, abilities, attributes		
Willingness to support the Christian ethos and character of the school	✓	
Good level of ICT skill	✓	
Excellent written and oral communication skills	✓	
Personal qualities which enable successful relationships to be built with students, colleagues, parents, governors	✓	
Integrity, sound professional judgement, ability to maintain confidentiality and loyalty	✓	
Drive, enthusiasm and willingness to initiate and contribute to new developments	✓	
Willingness to participate in relevant training and development	✓	
Willingness to operate as part of a team, carrying out tasks beyond the envisaged job description when occasion demands	✓	
Ability to work under pressure	✓	
A good sense of humour	✓	