**Location:** The Carlton Academy, Coningswath Road, Carlton, Nottingham, NG4 3SH

**Salary:** Redhill Academy Trust Pay Scale, Band 7

**Hours of work:** 37 hours per week: 7:15am - 3:15pm, term time only

**Responsible to:** Deputy Headteacher – Sixth Form and Assistant Headteacher – Data and Achievement

**Post objective:** To provide administrative support to the academy’s data and examinations services and provide general clerical and administrative support to the Academy.

**Main Duties and Responsibilities:**

Data Administration

* To assist the Data Manager with the school reporting and assessment system producing reports and data information for staff as required.
* Provide and organise an efficient and professional data administrative service to the senior team and all teaching staff.
* To compile complex spreadsheets as required and to design complex Excel reports.
* Maintain the SIMS database with accurate student data, including sending and receiving Common Transfer Files
* Liaise with all teaching departments to ensure the timely communication of data and information.
* Undertake data checks as required.
* Assist in preparation of data packs following key results days.
* Any other duties reasonably regarded within the nature of the post as defined

Cover Administrator

* Organising day to day cover for teaching and operational staff
* Logging all absence on the Trust HR sickness absence monitoring systems
* Liaising with the Operations Manager and flagging any concerns around staff sickness/absence
* Processing cover for trips
* Organising rooming for internal and external exams as required by the Exams Officer

MIS Administration

Support the MIS Manager by:

* Making any class group changes in SIMS
* Making any teaching changes in SIM
* Setting up new and making employees leavers on SIM
* Processing staff changes on SIMS
* Implementing all timetable adjustments/changes as instructed
* Setting up class lists in SIMS
* Setting up academic year in SIMS
* Setting up pastoral groups in SIMS
* Printing annual timetables for students/staff
* Setting up timetables for new admissions in discussion with SLT
* Managing rotations
* Collapsing timetables for whole year group activities as required
* Making room changes as required
* Supporting the AHT for curriculum in annual timetabling and dealing with timetable queries

School Administrator duties and responsibilities

* Work as part of the Administrative Team
* Provide administrative support to teaching staff within the Academy, including typing, reproduction and filing of reports, letters and other correspondence
* Provide administrative support to the Office Manager and Operations Manager
* Undertake reception/switchboard duties as necessary (e.g. lunchtimes, absence cover and busy periods)
* Provide administration support for the Finance, Parents’ Evenings, Assertive Mentoring and Careers systems within the Academy
* Maintain confidentiality and comply with data protection legislation.
* Demonstrate behaviour that is professional, ethical and responsible

Communication

* Ensure relevant data and information is communicated to, staff and management in a timely fashion

Development

* Acquire, maintain and share up-to-date knowledge of the data systems
* Keep up to date with all aspects of policy relating to data regulations and ensure adoption of best policy and practice within the school.
* Fully utilise computer systems and internet processes for data administration

General

* Attendance at staff meetings and INSET activities where relevant.
* Uphold and actively support the school’s policies and procedures.
* Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.

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|  | **Essential**  | **Desirable**  |
| **Qualifications**  | Appropriate Level 2 Math and English qualificationsExcellent working knowledge of Microsoft Office, in particular MS excel. | Post-16 educational qualifications |
| **Professional Development**  | Evidence of commitment to own professional development | Recent relevant in-service training |
| **Experience**  | Experience of working effectively in a teamExperience of delivering effective outcomes when working to tight deadlinesExperience of School systems such as, Classcharts, Sims, Applica, SISRA etc | Experience of working in a highly confidential environmentRecent experience of a multi-tasking role Evidence of independent workExperience of working handling school-based data |
| **Knowledge** | Familiarity with word-processing and spreadsheet software (or ability to respond to training)Knowledge of equal opportunities, safeguarding and climate for learning | An understanding of how schools work |
| **Skills** | High levels of literacy, numeracy and ICT Good attention to detailHigh levels of tact, diplomacy, discretion and ability to respect confidentialityCalm and adaptable with an ability to work in a flexible and busy environmentExcellent organisational and prioritisation skills Good time management skillsExcellent interpersonal skillsAbility to carry out routine and clerical tasks High expectations of behaviourAble to challenge without being confrontational | Proficient use of school software, email and the internet |
| **Commitments** | A belief that young people can be successful with appropriate support to challenge barriers to learningInclusive and comprehensive education Raising standards and life-long learningCommitment to safeguarding and promoting the welfare of children and young peoplePromotion of extra-curricular activities/educational visits of schoollearning |  |
| **Personal** | Passion for improving outcomes for young people Capacity for hard workEnthusiastic, reliable and flexible Relentlessly positiveAbility to work under pressure and determination to succeed Willingness to undergo appropriate checks, including enhanced DBS checksEmotional resilience in working with challenging behaviours andattitudes to use of authority and maintaining discipline |  |