

Job Description: Data and Administration Assistant

School: Dover Christ Church Academy
Grade: Kent Range 3
Responsible to: Line Manager

Purpose of the Job

To provide efficient and effective administrative and data support in a busy school office.

Key Duties and Responsibilities

1. Undertake a range of administrative tasks to support the efficient operation of the Data, Exams and Administration teams.
2. To be responsible for checking and updating data in the school MIS system
3. To assist in the production of routine and adhoc reports for individual and cohorts of students.
4. To assist in the production of termly and annual reports for parents on the progress of all the students in the school
5. To assist with the preparation of data for the Local Authority and other outside agencies.
6. To support the implementation of improvements that can be made to data recording systems and/or processes.
7. Provide administrative support to the Exam Manager in preparation of internal and external examinations.
8. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.