



Job Description

- Job Title:** Administrative Assistant with responsibility for Cover & Data.
- Salary:** Grade 4 £20,167 - £21,171pa Actual (£21,772 - £22,856 FTE)
- Hours:** 37 hours per week, (Monday to Friday 7:00am-3:00pm/8:00am-4:00pm)
Term Time plus 4 weeks
(5 inset days + 15 additional days to be agreed with line manager)
- Reporting to:** Exams & Data Manager

Overall Job Purpose

To work as part of the School Office team providing a first class administration service to the school, with particular focus on:

1. Support with the internal data systems and analyse the school performance data, producing reports for a range of audiences including Local Governors, Trustees, and Directors
2. Supporting the Senior Team by acting as their PA and first point of contact for all aspects of administrative support.
3. To be an integral member of the main office and ensure that planned/unplanned absence of teaching staff is arranged and ensure all lessons are covered for the day with internal/external staff.

The ideal candidate will have:

- excellent communication skills
- the ability to work under pressure in a busy environment.
- a confident, friendly and professional manner and who can communicate effectively with visitors, colleagues, governors, parents and pupils.
- good time management
- excellent IT skills and are confident using spreadsheets and accurate at work processing.
- ability to work well as part of a hardworking team but can also work independently on their own initiative.
- experience in office procedures and ideally school systems within a secondary school setting.

Main Duties & Responsibilities

Data Assistant

- To manage the school's internal data systems to collate, sort and export all aspects of student performance data, reporting on a variety of data subsets.
- Produce whole-school overview reports and analyses for the Senior Leadership Team and termly reports for parents.
- To ensure that all reports contain accurate data and are prepared to the required deadlines according to the school's reporting calendar.
- Provide support, advice and guidance on interpreting performance data to senior staff, governors and other stakeholders.
- To provide assistance and support to the school's Exams and Data manager and Office Manager as required.
- Continually evaluate the effectiveness and seek to improve systems and processes in order to achieve the most effective outcomes for information gathering/retrieval and analysis.
- To ensure that data analysis sheets are labelled and organised effectively in an electronic shared area for ease of access by other members of the staffing team.
- To provide ad-hoc data analyses and reports as requested by middle and senior leaders.
- To assist with consolidating data analyses across the MAT's schools (as required).

PA to the Senior Team

- Support the Senior Team by acting as their first point of contact for administrative support.
- Undertaking the administration and organisation of student vaccination.
- Preparing the weekly reports on student behaviour.
- Assist with the setting up of Parents Evenings.

Cover Assistant

- To help record staff absences and arrange cover for both anticipated and unanticipated absences as well as maintaining the staff absence diary for all staff and the Sims cover module.
- Liaise with the Headteacher's PA regarding staff absence, ensuring that all staff log their planned absence on Access.
- Manage bookings with agency supply staff and liaise with cover teachers when in school.
- Ensure the Senior Leadership team are aware of the cover requirements for the day.
- Oversee daily room changes and the booking of meeting rooms.

Other Duties

- Providing a high-quality administration and organisational service to the school in accordance with the Trust's established policies and procedures.
- Providing support, advice and guidance on relevant administrative issues to senior staff, governors and other stakeholders.
- Ensuring the provision of good, accurate and timely information to the Head Teacher and other stakeholders.
- Keeping records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Undertaking other administrative tasks, as required, to ensure the smooth running of the school office and help provide cover undertaking other administrative tasks, in the absence of other team members.
- Be prepared to undertake first aid training and support as a fire marshall.

Person Specification

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| <p>Knowledge</p> | <ul style="list-style-type: none"> • A strong working knowledge of a range of ICT software including SIMS, Microsoft Word, Excel • Knowledge of 4Matrix and PowerBI. • An understanding of Data Protection legislation and the need to maintain strict confidentiality and ensure data security. • An awareness of and commitment to safeguarding children. | <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> |
| <p>Qualifications & Experience</p> | <ul style="list-style-type: none"> • A good standard of education with Maths and English at GCSE. • Experience of working in the school office or within a similar educational setting. | <p>Essential</p> <p>Essential</p> |
| <p>Skills & Abilities</p> | <ul style="list-style-type: none"> • Ability to work with a high level of initiative, to be proactive and manage a wide range of administrative duties whilst under pressure. • Well organised with a strong attention to detail. • Evidence of excellent interpersonal and communication skills and a willingness to be cooperative and flexible at all times. • Ability to interact with all members of the school community. • Meticulous attention to detail and a systematic approach to work to achieve a high level of accuracy and prioritise own workload to achieve deadlines. • Ability to work as part of a team as well as independently. • Demonstrable commitment to professional development and learning and improving own practice/knowledge through self-evaluation and learning from others. • Experience, or empathy with, working in a multicultural environment. | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> |

This job description is designed to outline the main duties and responsibilities associated with the post but it is not intended to be exhaustive. It may be subject to modification after consultation with the post-holder.

Application process:

Applications will be processed as they arrive, with interviews following shortly after. We reserve the right to close the application process early.

***As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.
All offers of employment are subject to an Enhanced DBS check.***