Towers School and Sixth Form Centre 

**Job Description:** Data Administrative Assistant

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| **Pay Grade:KR4** |  |

**RESPONSIBLE TO: Data Manager**

Hours: 37 hrs pw - Term Time (38 wpa)

**Purpose of the Job:**

Provide efficient and effective organisation of the school’s data, assessment, reporting and recording systems.

***Duties and responsibilities***

To undertake duties that relate to data being shared with the relevant people including staff, students and parents/carers or relevant outside authorities.

* Effectively running and updating our online behaviour logging system.
* Collating information on monthly awards for students and tutors and making sure certificates are printed on time and without errors.
* Delivering data related to attendance and STAR awards weekly and as required.
* Printing and delivering of tutor group attendance posters.
* Administration of school detention data including: completion of daily registers; daily production of student detention letters for distribution; providing information to Heads of Year and SLT.
* Delivery of termly data including behaviour and attendance levels.
* Organise the distribution of mailing drops for parents/carers.
* Support the generating and distribution of reporting to parents and collate parents evening data as and when necessary.
* Transition data collation, input and distribution.

Other duties and responsibilities

* Undertake any other duties and responsibilities as reasonably requested by the Data Manager or members of the Senior Leadership Team.

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**Person Specification:** Data Administrative Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

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|  | **ESSENTIAL CRITERIA**  | **DESIRABLE CRITERIA**  |
| **QUALIFICATIONS** | * English & Maths GCSE Grade A-C or equivalent
 | * NVQ Level 2 or equivalent
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| **EXPERIENCE** | * Experience of data gathering, reporting and analysis.
 | * Experience of working in a school setting.
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| **SKILLS AND ABILITIES** | * Excellent keyboard skills.
* Ability to produce a range of accurate documents and standardised reports using Windows WP package and spreadsheet and database functions.
* Ability to organise and prioritise workload to achieve deadlines.
* Be able to communicate effectively and in a courteous manner, in person and over the telephone.
* Meticulous attention to detail
* A logical approach to work
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| **KNOWLEDGE** | * Demonstrate a basic understanding of the work of a school.
* Demonstrate a good understanding of school data and assessment recording / reporting requirements.
* Demonstrate an understanding of confidentiality and child protection issues in a school setting.
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