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**Job Description**

**Job Title Administrative Assistant – Student Data and Supervised Study**

**Salary Grade 5**

**Hours of work 37 hours per week (8.15am to 4.15pm) - ‘all year round’**

**Reporting to: Exams Officer**

**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. Administration in relation to all aspects of collating and reporting on School Data.
2. Supervised Study support.

**Main Duties and Responsibilities**

**Student Data**

* + - * Maintaining accurate and comprehensive student data for the school, analysing and evaluating the data and creating reports.
* Producing written reports in respect of Assessment-reporting.
* Assisting with general administration during the exam season
* Ensuring 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.
* Checking the accuracy of assessment data every term.

**Supervised Study**

* Providing supervised study support for students

**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 Headteacher 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 in the absence of other team members.

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.

**Person Specification – School Data & Supervised Study Officer**

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

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| **Knowledge** | * A strong working knowledge of a range of ICT software including SIMS, Microsoft Office, in particular Excel, and MIS systems. * Knowledge of the administrative working practices in schools/academies. * An awareness of and commitment to safeguarding children. | Essential  Desirable  Essential |
| **Qualifications & Experience** | * Educated to A level (NVQL4), with Maths and English at GCSE * Previous experience in a similar role within a secondary school/Academy would be advantageous. | Essential  Desirable |
| **Skills & Abilities** | * Be highly ICT literate and a proficient user of Excel and other databases * Ability to analyse data accurately. * Well organised with a strong attention to detail * Able to work under pressure and prioritise own workload to achieve deadlines * Ability to accept guidance and direction from other staff. * An understanding of Data Protection legislation and the need to maintain strict confidentiality and ensure data security. * Ability to use own initiative, with a creative approach to problem solving. * Enthusiasm for working within a school environment and supporting the needs of the Academy * Excellent interpersonal and communication skills (both oral and written). * Ability to communicate effectively with individuals and groups of students, teachers and other members of staff, parents and professionals. * 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. | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |