

Job Title	School Administrator Data
Grade	Scale 4
Responsible to	Lead Exams & Data Officer
Job Purpose	<p>To work with the Lead Exams & Data Officer in the administration and organisation of all aspects of External and Internal Examinations.</p> <p>To work with the Lead Exams & Data Officer, Assistant Headteacher and other staff in the administration of data throughout the school.</p> <p>To provide administrative support across the school as required.</p>
Duties	<p>Working with the Lead Exams & Data Officer in ensuring the following tasks and processes are complete:</p> <ul style="list-style-type: none"> • To assist in the preparation for examinations, i.e. checking examination papers and stationery, preparing seating plans, candidate numbers and desk labels and overseeing of setting up rooms • To assist in the preparation of examination and invigilation timetables. Sorting out all timetable clashes and extra supervision • Liaising with parents, students and exam boards as necessary with regards to examination entries/results/administration • To work with the Lead Exams & Data Officer and Assistant Headteacher on Go4Schools and reports • To help maintain accurate lists of teaching groups and sets on the school database • To undertake general administration as and when required, including producing letters for parents
General	<ul style="list-style-type: none"> • To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION

School Administrator Data

General heading	Detail	E – Essential D – Desirable
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy office environment (E) First Aid – or willing to undertake qualification (D) Experience of working in a schools environment (D) Understanding of schools data (D)
	Knowledge of relevant policies and procedures	General understanding of the operation of a school (D)
	Literacy	GCSE English Grade C (E) Good reading and writing skills (E)
	Numeracy	GCSE Maths Grade C
	Technology	Experience and competent in using Microsoft Software including Outlook Mail and Outlook, Word (E), Experience in using Excel. (E) Experience in using SIM's and Go4Schools(D) Ability to use photocopier (E)
Communication	Written	Ability to write reports, letters etc (E)
	Verbal	Ability to exchange complex and sensitive information clearly (E)
	Languages	Seeks to overcome communication barriers with children and adults (E)
	Negotiating	Ability to consult effectively to achieve best outcomes (E)
Working with children	Behaviour Management	Excellent understanding and implementation of school behaviour management policy (D)
	SEN	Understand and support the differences in children and adults in relation to ICT actively suggest ways of improvements (D)
	Curriculum	Excellent understanding and working knowledge of the school curriculum and the importance of ICT and it's application (E)

	Child Development	Excellent understanding of how ICT contributes to child development (D)
	Health & Well being	Understand and promote the value of emotional and physical wellbeing in adults and children (E) Take responsibility for own wellbeing (E)
Working with others	Working with partners	Ability to establish effective relationships with those working in and with school (E)
	Relationships	Ability to establish rapport and respectful and trusting relationships (E) Ability to build open and honest relationships (E)
	Team work	Work effectively as part of a team (E) Ability to work independently (E)
	Information	Contribute to the development and implementation of effective systems to share and safeguard information (E)
Responsibilities	Organisational skills	Ability to be proactive and initiate action (E)
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively (E)
	Creativity	Able to resolve complex problems independently and be creative with information (E)
General	Equalities	Demonstrate commitment to treating all people fairly (E)
	Health & Safety	Thorough knowledge of Health and Safety legislation (E)
	Child Protection	Understand and comply with children protection procedures (E)
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality (E)
	CPD	Demonstrate a clear commitment to develop and learning in the role (E) Ability to effectively evaluate own performance (E)