**CROMPTON HOUSE CHURCH OF ENGLAND SCHOOL** 

**JOB DESCRIPTION**

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| **Post Title:** | Administrative Assistant (Data and Cover) | | |
| **Salary:** | Grade 3 | **Hours:** | 25 hours per week (7.30am – 12.30pm)  term time only plus 3 days |

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| **Purpose of post** | To organise daily cover for absent staff and duties associated with this .  To assist the Data Manager to keep and maintain an accurate MIS system to support the progress and development of pupils. | | | |
| **Key areas of responsibility**  **Key areas of responsibility Cont’d** | **Cover Duties/Administration**   * To be the first point of contact for unplanned absences for Teaching staff. * Liaise on a daily basis with the Deputy headteacher regarding planned absences for the following day. * Throughout the day, deal with any changes regarding cover arrangements and deal with any issues arising. * Responsible for constructing the cover timetable each day, the allocation of staff to cover lessons in the most cost effective way and ensure that the daily timetable is communicated to Classroom Managers and Supply staff. * To contact supply teachers and supply classroom managers to arrange cover as necessary. * To organise room changes for lessons as required and communicate those changes with staff and pupils. * To keep accurate records of cover and supply absences to the Deputy head and personnel officer on a daily basis. * Responsible for providing weekly absence reports for the Head teacher. * Managing the cover token scheme for teaching staff. * Responsible for checking and authorising time sheets.   **Data Management/Assessment**   * To assist in maintaining the student system for all years, including assessment data, and using the MIS and produce reports as required. * To assist in the input of appropriate student data, ensuring data is up to date and accurate in relation to baselines, targets, and attainments. * To update the MIS system in respect to changes to set groups, forms changes, options etc * To assist in maintaining and developing manual and computerised filing systems, including pupil related documents/records and photographs, and class lists, and to ensure data can be efficiently retrieved when required. * To manipulate and analyse data to create bespoke reports and statistics as required and distribute to the relevant staff.   + To undertake word processing, including letters, reports and schedules, and work which utilises other ICT packages, such as spreadsheets, formatting presentations or research on the internet.   + To assist with updating and production of timetables, including printing and distributing to all parties, and to action routine maintenance.   + To manage, produce and distribute reports in relation to pupil progress / school targets, including reports informing staff of student target grades and other reports as requested.   + Assist with the maintenance of SISRA including uploading templates, datasets, assessments, and main timetable changes.   + To support departments with data collection and analysis and ensure timely data entry for reports.   + Assist with the preparation of complex operational data for school leaders   + Advise and assist non-data experts in the use of complex data to drive improvement   + To assist in the maintenance and collation of registers and the production of pupil reports, including information that is routinely required by the school, Oldham Council, the Department for Education, and other government agencies.   + To undertake room changes as they are arise.   + Maintain processes to quality assure pupil reports.   **General Clerical**   * + To undertake related clerical and administration tasks as required.   **General Supervision**   * + To assist with the supervision of pupils out of lesson times including before and after school and during school trips if required   + To manage the behaviour of pupils in accordance with the school behaviour policy.   + To assist with exam invigilation under the supervision of the examinations officer.   + To immediately report any concerns with regard to health and safety and child protection. | | | |
| **General Responsibilities** | * To understand the importance of inclusion, equality, and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all. * To uphold and promote the values and the ethos of the school. * To implement and uphold the policies, procedures, and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety and safeguarding/child protection. * To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises. * To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school. * To attend and participate in relevant meetings as appropriate. * To undertake any other additional duties commensurate with the grade of the post. | | | |
| **Contacts** | Pupils, staff, parents, carers and guardians, and visitors to the school | | | |
| **Relationships to other posts within the department** | Line managed by: Data Manager  Supervision given to: N/A | | | |
| **Special Conditions** | DBS Disclosure required - Enhanced | | | |
| **Job Description Review**  (This job description may be reviewed at any time, subject to the needs of the school, and amended in consultation with the post holder). |  | **Date** | **Name** | **Post Title** |
| **Prepared** | Oct 2020 | Jackie Young | Business Manager |
| **Reviewed** | Oct 2020 | Owen Wynn | Data Manager |
| **Reviewed** | Oct 2020 | Karl Newell | Chief Executive Officer |
| **Revised** | January 23 | Jay Bailey | HR & Governance Manager |

PERSON SPECIFICATION 

Administrative Assistant (Assessment and Cover)

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **TESTED BY** |
| **Education and Training** | | |  |
| Literacy and numeracy skills equivalent to Level 2 of the National Qualification and Credit Framework | ✓ |  | D |
| NVQ 2 in Business Administration or EDCL qualification |  | ✓ | D |
| **Experience** | | | |
| Experience of Microsoft Office packages including word and Excel | ✓ |  | A/I |
| Experience of undertaking a range of administration/clerical tasks, including basic financial tasks and handling cash | ✓ |  | A/I |
| Experience of team-working to work effectively with others and meet deadlines and goals | ✓ |  | A/I |
| Experience of following instructions, procedures, and policies | ✓ |  | A/I |
| Experience of completing paperwork, maintaining records and producing reports | ✓ |  | A/I |
| **Skills** |  |  |  |
| High level of IT literacy, spreadsheets, and other Office programmes | ✓ |  | A/I |
| Ability to work at speed, under pressure to a high degree of accuracy | ✓ |  | A/I |
| Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone | ✓ |  | A/I |
| Organisational skills to prioritise own work, work with a team and to complete tasks to deadlines. | ✓ |  | A/I |
| Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone | ✓ |  | A/I |
| Written communication skills to word process documents, and take accurate messages and pass them on to others | ✓ |  | A/I |
| Problem solving skills to interpret information and situations to solve straightforward problems | ✓ |  | A/I |
| **Knowledge Base** | | | |
| Understanding of data protection and the need to keep information confidential | ✓ |  | A/I |
| Understanding why safeguarding is important when working with children and young people | ✓ |  | A/I |
| **Personal Qualities** | | | |
| Commitment to work collaboratively | ✓ |  | I |
| Ability to create strong working relationships with students, staff, parents, and the local community. | ✓ |  | A |
| Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues, and external 3rd parties | ✓ |  | A/I |
| Willingness to learn new skills | ✓ |  | A/I |
| Self-motivated with a positive ‘can’ do approach to work | ✓ |  | A/I/R |

Key: I = Interview R = References A = Application D = Documentation