



Kelmscott School

"Putting Learning First"

## **KELMSCOTT SCHOOL JOB DESCRIPTION**

<b>Post:</b>	<b>Data &amp; Administration Officer</b>
<b>Hours:</b>	<b>36 per week (TTO plus last 2 weeks of August)</b>
<b>Scale:</b>	<b>NJC S02</b>
<b>Responsible to:</b>	<b>School Business Manager</b>

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### **Job Purpose**

To support the School Business Manager and assist the SLT lead for data in their duty to ensure that the school meets its educational aims; by using and developing systems for the effective use of data across the school to drive student achievement.

To work collaboratively with the administration team with the provision of a high-quality, efficient administration service for the school. The role will provide effective support to teaching and non-teaching staff across the Data and Administration function with focus on customer service, data analysis and the provision of high quality and accurate information.

### **Duties & Responsibilities:**

#### **Data and MIS**

1. Management and maintenance of the school's information management system (SIMS) including:
  - a. Setting up the academic and pastoral structures for the new school year, completing the necessary preparation for each academic year, including rollover, importing new users, timetable, class/set lists, calendar, events and meeting
  - b. Responsibility for data integrity and management of all data stored throughout SIMS (and other software) including reporting and assessment, admissions, exams, behaviour management and student details.
  - c. Integration of relevant data, processes and procedures between SIMS and other systems
2. To design and produce mark sheets and report templates that support the monitoring and the production of assessments/reports
3. To support the processes in place to ensure the integrity of assessment data and to work with relevant colleagues in the timely production and accuracy of all assessment data in-line with data drops.
4. Co-ordinate the student census return and similar returns which occur throughout the academic year - this includes information for the Department for Education and LBWF.

5. Ensure all data complies with GDPR regulations.
6. To develop systems of clear, concise, accurate progress reports for all year groups to raise standards of teacher, subject, department and student performance.
7. To facilitate the accurate and timely collection and processing of annual and mid-term admission information ensuring that all colleagues are informed relevant information and students are provided with material as required.
8. Organise and prioritise the processing of assessment data in line with the school calendar to ensure the timely flow of information.
9. Act as key liaison between academic staff and the IT team to ensure the smooth running of data systems.
10. Make recommendations to inform decision making and improve student performance specifically focussing on producing data, reports and analysis for attainment, progress, behaviour and attendance.
11. Oversee SIMS troubleshooting, SIMS user accounts and access and the dissemination of SIMS training including materials to ensure all staff are competent in the use of SIMS.
12. Assist Assistant School Business Leader in the production of the school timetable and options as required.
13. Respond to internal and external requests for information and data reports.

### **Administration**

1. Assist the School Business Leader, as directed, in reviewing policies and activities within the school, relating to general matters such as administration/clerical procedures, human resources and budgetary control.
2. Support the exams officer in the setting up of exams if required using the SIMS software to administer student data for national tests; public examinations and internal school examinations.
3. Co-ordinate administration within the main office, reception, reprographics and data service areas of the school, ensuring that all tasks are carried out effectively in accordance with agreed policies and procedures.

## **General**

1. The post-holder must carry out his or her duties with full regard to the School's Health and Safety, Equal Opportunities, GDPR and Safeguarding Policies.
2. The post-holder will participate in the school's performance management process and professional development opportunities.
3. The post-holder should have knowledge of and compliance with all school policies and procedures.
4. To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff and students adhere to school expectations.
5. The post-holder will perform any such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.
6. Be responsible for student behaviour and welfare in public places during break, lunch, change of lesson and at the beginning and end of the school day.
7. Participate in professional development opportunities and demonstrate a willingness to develop additional skills and expertise.
8. Keep up to date with current educational developments and legislation affecting your area of expertise.
9. To respect the confidential nature of information relating to the school, students and customers.
10. Treat students, parents and colleagues fairly, equitably and with dignity and respect.

***This job description is subject to regular review and can be amended in line with the pay grade.***

## **Data & Administration Officer**

### **NJC SO2**

#### **Person Specification**

##### **1. Experience**

- a) Evidence that a range of activities has been undertaken relevant to job description.
- b) Management of complex and demanding workload
- c) Evidence of being able to use own initiative and work unsupervised.
- d) Working knowledge of the operation of data practices and administration
- e) Working with young people in the age group
- f) Advanced working knowledge of SIMS

##### **2. Education and Training**

- a) Significant training in SIMS and other data packages
- b) Appropriate qualifications to include GCSE/RSA/City and Guilds/BTEC/NVQ or suitable alternatives.
- c) Willingness to undertake training in relation to the post.

##### **3. Skills**

- a) Excellent organisational ability.
- b) Excellent communication skills (oral and written).
- c) Excellent inter-personal skills on telephone and face to face with adults and students.
- d) Able to organise and prioritise own work.
- e) Able to work as part of a team and lead teams when required.
- f) Able to maintain confidentiality.
- g) Able to learn new skills and routines.
- h) Computer-literate across a range of software.
- i) Able to be innovative in finding solutions to problems.
- j) Able to negotiate effectively at all levels.

##### **11. Personal Qualities**

- a) Good attendance and punctuality.
- b) Hard working, flexible and reliable.
- c) Honesty and integrity
- d) Initiative.
- e) Good personal presentation.
- f) Able to cope under pressure/deal with stressful situations.
- g) A genuine commitment to and liking for young people, and high expectations for their progress and welfare.
- h) A desire to be involved in the life of the school generally.
- i) A commitment and willingness to continue one's own professional development and that of colleagues.
- j) An understanding of and a commitment to the promotion of equality of opportunity in all aspects of school life.

##### **5. Safeguarding**

A demonstrable commitment to ensuring young people stay safe, an understanding of good practice in relation to this and the implications for this post.