

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## JOB DETAILS

Job title:	Data and Admin Officer
Directorate:	The Garden School
Reporting to:	Office Supervisor
Grade:	Scale 5 SP 22 £24,135 (Actual Salary: £20,825)
Hours:	36 hours per week, term time only (08.30-16.45) plus 5 days

## Job Description

### Purpose of the post:

- To ensure accurate data collection, management and reporting across the school.
- Efficient maintaining, ordering, procuring and delivery of resources across the school.
- Providing a range of administrative, finance and communication support to ensure a first class service.

### Main duties and responsibilities:

#### Data Support

- To input and maintain pupil and staff data on SIMS.
- To arrange an annual data collection exercise for pupil and staff data and ensure all information is current and accurately recorded.
- To assist with school pupil census and staff workforce census.
- To provide admissions support in collection and management of electronic file transfers.
- To input and manage staff training data and evaluate feedback forms.
- To update staff first aider/ fire warden records and publicise around school.
- To provide support in collecting pupil assessment data and produce relative school reporting using B Squared and CASPA.
- Collect and analyse information to produce statistical data relative to staff absence and punctuality.
- Collect and analyse information to produce statistical data relative to pupil behaviour.
- Collect and analyse information to produce statistical data relative to H&S, First Aid and Accident reporting.
- Manage information and data relative to above activities in electronic and paper files.



## **Resources and Finance Support**

- Receive order forms from classes and maintain stock levels of resources appropriately throughout the school.
- Create and maintain inventory for all resources stored in the stockroom.
- Process deliveries to the school i.e. signing for, checking in and arranging distribution.
- Process orders and raise purchase orders.
- Providing support to Finance Officer.

## **IT Support**

- Assist with monitoring and maintaining school IT equipment and asset register.
- To manage and maintain photocopiers and printers in the school ensuring that they are well stocked.
- To contact IT/ external companies to log faults/maintenance visits.

## **Communications**

- To update school website and social media accounts.

## **Other Responsibilities:**

- To undertake additional or other duties as directed and deemed appropriate by the Office Supervisor.
- Provide support for reception, covering as and when required including break/lunch cover.
- Providing clerical support to the school's administrative function.
- Provide support in organisation of school events.
- To participate in a programme of self / professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- Provide support for absent colleagues in the admin team as necessary.
- Maintaining a high degree of confidentiality with regard to issues concerning members of staff and pupils. To respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- The successful applicant must promote and safeguard the welfare of children, young and vulnerable people.

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## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>		
1. National level 2 or equivalent qualification in related area or equivalent experience.		✓
2. National level 2 in Literacy and Numeracy.	✓	
<b>Experience</b>		
3. Experience of collecting, handling, analysing and reporting on data.	✓	
4. Strong experience of using excel to manipulate lots of data and communicate this effectively.	✓	
5. Experience of providing direct customer care using a variety of methods, this must include communication of information.	✓	
6. Experience with School Management and Financial Management Systems and accurate entry of data.		✓
7. Experience of working with the general public.	✓	
8. Experience of clerical / administrative work in a similar environment.		✓
9. Experience of working to tight deadlines to provide precise reports in a timely manner.	✓	
10. Experience of updating websites and social media.		✓
11. Experience creating and developing Microsoft Office analytics e.g. Excel.		✓
<b>Knowledge</b>		
12. Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities.	✓	
13. High level of ICT skills including knowledge of Microsoft Excel, Word, Power Point and Access.	✓	
<b>Skills</b>		
14. Excellent attention to detail	✓	
15. Have good interpersonal skills and be able to communicate effectively verbally and in writing.	✓	
16. Ability to work as an effective team member.	✓	
17. Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents etc.	✓	
18. Ability to convey information clearly and accurately.	✓	
19. Ability to maintain accurate records and filing systems.	✓	

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20.	Ability to work in an organised and methodical manner.	✓	
21.	Ability to develop good relations with staff and pupils and the wider school community.	✓	
22.	Effective in the face of difficult situations and pressure.	✓	
23.	Ability to handle people at a variety of levels with politeness, sensitivity, tact and the need to respect confidentiality.	✓	
24.	Highly organised with the ability to prioritise effectively.	✓	
25.	The ability to plan and complete a piece of work in a methodical, efficient and timely manner to meet a set deadline.	✓	