

PERSON SPECIFICATION

POST TITLE: **Admin/Organisational Support Role C - Data Co-ordinator**

CRITERIA

ESSENTIAL CRITERIA

**Job Related
Education and
Qualifications and
Knowledge**

- NVQ **Level 3** or equivalent qualification or experience in relevant discipline
- Good knowledge and understanding of relevant ICT packages, **including the school's specialist software / equipment / resources**
- **Full working knowledge** and understanding of range of relevant policies / codes of practice and awareness of relevant legislation

Experience

- Demonstrable experience of development, management and operation of administrative systems likely to have been gained **over a period of two years**

Skills & Abilities

- Good numerical skills to undertake a variety of tasks, e.g. maintaining accounts for schools activities, producing financial reports
- Good literacy skills to undertake a variety of tasks, e.g. minute taking, maintaining diary(ies) producing correspondence on behalf of the Head Teacher
- **Very good** ICT skills, e.g. production of reports, correspondence, inputting / updating information
- Able to relate well to children and adults, often **on behalf of the Head Teacher**, e.g. dealing with visitors, passing information / messages to other staff, dealing with sick children, **providing advice**
- Some need to use analytical, **judgmental, creative and developmental skills**, e.g. when setting up appropriate systems and producing financial information for line managers / auditors
- Able to demonstrate sensitivity and tact particularly **when dealing with the more sensitive issues**
- Able to maintain confidentiality
- Able to work accurately and with attention to detail
- Alertness and concentration, e.g. producing information, minute

taking and drafting correspondence

- Able to undertake short term planning, e.g. managing own workload, **managing the work of others**, ensuring deadlines are met, planning for school activities, e.g. school trips / sports day
- Able to deal with more complex queries and know when to refer to more senior staff
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- **Able to self evaluate learning needs and actively seek learning opportunities**

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

Job Specific Tasks

- Receive, collate and process examination results, for presentation to SLT.
- Maintain accurate records of examination results, including any re-marks.
- Use proprietary software (Sims/4Matrix) to provide analysis for all staff including departmental summaries of results.
- Set up assessment manager for the new academic year, including mark sheets, importing Key Stage 2, CAT 4 test results and Post 16 data.
- Set student targets for all year groups, in conjunction with the Senior Leadership Team.
- Complete processes such as the tables checking exercise, to ensure accurate school data is reported externally.
- Collate external data sources for the Senior Leadership Team, including Raise Online, FFT, and Level 3 VA report and using the Key to Success website.
- Manage the on-going process of assessment data collection for all year groups in conjunction with the Senior Leadership Team.
- Process and analyse assessment data for all year groups and make available to staff, students, and parents. Also manage the collation of profile data and the reporting of this to parents.
- Provide on-going support and guidance on the use of data for staff.
- Produce accurate and reliable data for external audiences, including the Department for Education and the Local Authority.