

JOB DESCRIPTION

JOB TITLE: Admin/Organisational Support - Role C (Data Co-ordinator)

SECTION: Schools

1. PURPOSE OF JOB

Under the guidance of senior staff, **undertake** administrative / organisational processes as required, with a particular emphasis on data. **Assist with the planning and development of support services.**

2. PRINCIPAL ACCOUNTABILITIES

Organisation

- Deal with **complex** matters as required
- **Act as first point of contact in dealing with data related complaints, referring on to more senior staff as appropriate**
- **Organise** school events that relate to data
- **Contribute to the planning, development and organisation of support service systems / procedures / policies**
- **Supervise, train and develop staff as appropriate**

Administration

- **Identify, set up and manage** manual and computerised records / management information systems
- **Analyse and evaluate** data / information and **produce reports** / information / data as required
- Undertake complex IT based tasks
- Maintain the school's data system as required
- **Provide administrative and organisational support to the Governing Body**
- Attend and **take minutes** at meetings, as required
- Undertake administration of **complex** procedures
- **Complete and submit complex forms, returns etc., including those to outside agencies, e.g. DFE**

- **Oversee the accurate recording and updating of student and staff information using both manual and computerised records**

Resources

- **Operate relevant equipment / complex ICT packages**
- **Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required**
- Provide general advice to staff, students and others
- **Undertake research and obtain information to inform decisions**
- **Assist with procurement and sponsorship as required**
- **Assist with marketing and promotion of the school**

Responsibilities

- Comply with and **assist in the development of related policies and procedures** relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and equal opportunities for all
- Contribute to the overall ethos / work / aims of the school
- **Establish constructive relationships and communicate with other agencies / professionals**
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- **Recognise own strengths and areas of expertise and use these to advise and support others**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. (Specific duties are listed on page 4)

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

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.