**JOB DESCRIPTION FOR SCHOOL ADMINISTRATOR**

**(Data & Communications)**

Responsible to: Associate Principal

Reporting to: Deputy Head of School

Grade: Grade 6

Hours: 21 hours per week

8.00am to 3.30pm x 3 days per week (some flexibility, subject to discussion)

Term time only plus three weeks (postholder must be available for two weeks during summer holiday for exam results)

**Overview:**

The school was founded by and is part of the Catholic Church. It is one of the formal mechanisms through which the Church’s educative mission is fulfilled and is to be conducted as a Catholic School in accordance with the Canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Arch-Diocese of Birmingham. The Principal is the school’s leading professional.

**Purpose:**

Under the instruction/guidance of senior staff: provide administrative support to the school, specifically data and communications administration.

**MAIN (CORE) DUTIES**

**Data Administration**

* Full Matrix to SIMS
* Provision and management of student data into the School Information Management System (SIMS) including assessment information and personal data
* Entry, storage, manipulation and analysis of student data (primarily Sixth Form) as required by the school’s leadership team

**Communications Administration**

* To be responsible for maintaining the School Calendar

**Key Tasks**

**Data Management**

* Create forms for learning aims
* Maintain Census
* Provide data for press release
* Liaise with timetable and Head of Sixth Form to correctly record learning hours
* Co-ordinate and manage the receipt and entry of data for all new admissions (KS3, KS4 and Sixth Form)
* Check for missing data and fill gaps by contacting other schools or agencies
* Manage student and staff photos at point of admission or employment and the annual import of new student and staff photos
* Spreadsheets prepared for PIXl.
* Maintain and manage data for Sixth Form and produce data reports in line with content and deadlines set by Head of Sixth Form
* Set up Sixth Form courses in SIMS Academic Management platform
* Generate and input targets and grades for Sixth Form courses
* Produce regular summaries of Sixth Form students’ achievement data for use by Leadership team to check the progress of each year group towards the school targets or to plan for course choices
* Maintain an up to date knowledge of SIMS systems and reading information/attending training where necessary
* Administration of data protection, fair processing notices and data checking forms

**Communications**

* In year management of creation of data in 4 matrix using exam results
* Maintaining coherence between SIMS, FFT 4 Matrix and doddle

**General Administration**

* Assisting with data provision at key assessment points of the academic year
* Administration of exam results during a defined two week period during the summer holiday (some flexibility with working days may be required)

**School Ethos:**

* + - To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
    - To support the school in meeting its legal requirements for worship.
    - To promote actively the school’s corporate policies.
    - To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.

**Additional Duties:**

* To continue professional development as agreed
* To participate in the school’s Performance Management process
* To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protection.
* To support the school in meeting its legal requirements for worship.

**Notes:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expect to contribute to the overall ethos/work/aims of the organisation

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

This job description is not necessarily a comprehensive definition of the post and is subject to modification or amendment at any time after discussion with the holder of the post.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the DBMAC may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_