**Draft Job Description**

**Job Title:** Administrative Assistant: Data, Admissions and Pastoral Support

**Reports to**: Admissions and Data Manager **Grade:** KR 4

(£14,834 actual)

**Job Holder’s Name:** Vacancy **Date**: September 2018

**Administrative Assistant: Data, Admissions and Pastoral Support**

**Main Responsibilities**

* To work under the direction of the Admissions and Data Manager to provide administrative and clerical support for school admissions and data management
* To provide administrative support for the pastoral team

**Key responsibilities**

*Admissions Support*

* Provide administrative support for Open Evening
* Provide administrative support for Year 7 admissions, e.g. validation of address data, sorting SIFs, preparing transition documents
* Provide support for preparing the prospectus
* Support the administration for Year 6 Entrance Testing
* Support the Admissions and Data Manager in preparing paperwork for Appeals

*Data Administration*

* Produce student reports in line with the school assessment calendar
* Support the production of student assessment data for analysis, including both internal and external examinations data in line with the school assessment calendar, e.g. production of speadsheets
* Support the administration of all electronic systems relating to assessment and reporting:

- setting up procedures and marksheets in SIMS

- inputting data

- circulating all necessary information relating to assessment and reporting

*Pastoral Administration*

* Complete attendance duties once a week for Years 7-11 under the guidance of the Learning Support Manager
* Provide additional administrative support when required, e.g. typing notes for pastoral leaders and filing paperwork

Agreed by: Approved by:………………………………..

Vacancy Sharon Pritchard, Headteacher

Date: Date: