

Job Description

Whitley Academy



Job Title:	Data & Admin Assistant	Grade:	Apprenticeship Programme
Line Manager:	Data Systems Manager	Location:	Whitley Academy

Job Purpose:

Under the guidance of the Data Systems and Finance Manager, administer the collation of whole school data, input this into our analysis software and finance system

The role will undertake a range of tasks to include (but not exclusive to) assist with opening and closing data collections within the school data software (SIMS), check all data is accounted for, produce whole school reports and distribute these to parents. You will also process purchase orders, invoices, expense claims and cash transactions.

Additionally, the post-holder will be required to participate in the formal apprenticeship whereby they will achieve formal qualification by a combination of work-based learning and day-release study if applicable. Continued employment for the post-holder is subject to meeting the terms and conditions of the overall apprenticeship scheme.

Job Responsibilities- Data

1. Open and close data collections in SIMS in conjunction with the school data calendar
2. Ensure all data is accounted for and accurate for the qualification
3. Run reports to assist with the transference of this data in our analysis software
4. Check the accuracy of whole school reports (progress reviews) for students
5. Assist the Data Systems Manager with the sending of reports to parents via email or post

Job Responsibilities- Admin

The role will cover various aspects of office administration:

1. Contacting parents to ensure personal information is accurate and up to date
2. Adding new starters onto our school management information system (SIMS)
3. Assist with copying documents involved in the school appeals process
4. Assist with copying and sending documents regarding school transfers

Job Responsibilities- Finance

The role will cover various aspects of finance and administration:

1. Ordering goods and services on behalf of the school.
2. Receiving and signing for deliveries.
3. Following up delivery queries.
4. Processing invoices for payment.
5. Maintaining spreadsheets.

General admin including filing and archiving and any such duties as are within the scope and spirit of the job purpose.

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All posts within this School are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure & Barring Service. All duties and responsibilities must be carried out with due regard to the Whitley Academy's Health & Safety Policy Duties which include the processing of any personal data must be undertaken within the corporate GDPR guidelines.

Responsible for: n/a
Responsible to: Data Systems Manager/Finance Manager
Date Reviewed: December 2018

