The Holy Trinity Church of England Secondary School

Administration Officer (Timetable, Data and general)
Job Description

Salary: West Sussex Grade 5 + Crawley Fringe Allowance

Hours: Full time - Term time only plus two weeks (to include one week at the start of the Autumn Term) – 37 hours per week + INSET

                  This post requires the flexibility to start at 8:15am

Position Level   SCHG51a (Administration3a)

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

Reporting to:	Data Manager / Performance Improvement Manager
Responsible for:	The principle focus will relate to: • the administration relating to day to day maintenance of the teaching timetable • administration for the data gathering, data processing and reporting functions of the school including support to the Performance Improvement Manager • Supporting the other administrative functions of the school e.g. attendance, exams, reception and medical support *NB: this is a new role and as such subject to review*
General:	• To share in the corporate responsibility for the well being and discipline of the students attending the school.
Key Duties:	TIMETABLE • Maintenance of the teaching and rooming timetable in NOVA-T and SIMS as support to senior leaders • Maintenance of student timetables DATA • Administrative support to Performance and Improvement Manager to include but not restricted to data entry of information, collation and production of student reports and generation of simple data analyses.

	• Progress chasing for data returns, assessment information and class allocations. • Responsibility for uploading reports and other assessment data to Sims Learning Gateway (SLG). Producing paper copies where necessary • Production of student references requested by prospective employers • Ad hoc requests for reports from the school's MIS, as required EXAMS • Provide support for the examination officer with general administration during external and internal exams. RECEPTION, MEDICAL and ATTENDANCE support as required You will be the first line of support to the school receptionist, which is also supported by other colleagues. You will provide daily lunchtime cover for the receptionist. From time to time you may also be required to support medical, and attendance colleagues. Detailed descriptions of these roles can be found in the relevant job descriptions. ADMINISTRATION Be part of a team of administrative staff supporting some staff and all students within the school. Close collaboration and thorough understanding of other roles is expected. This may include but not be restricted to medical issues, attendance issues and liaison with students, parents, staff and outside agencies. In addition, there is a requirement to undertake a range of additional administration duties outside of the key responsibilities of this post. There is an expectation that there will be full engagement in appropriate training.
Generic Duties	• To deputise in the absence of other staff as required
CPD	To follow a mutually agreed programme of continuing professional development.
Additional Information	For inset training you will be aligned with the Administration team 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 in a reflection of the changing needs and circumstances as the school develops and grows.

PERSON SPECIFICATION		
	Essential	**Desirable**
Willing and able to obtains satisfactory Enhanced DBS clearance for schools	☐	
Evidence of Right to work in the UK	☐	
Suitable person to work with children	☐	
Able to obtain satisfactory, validated employment references.	☐	
Understanding of safeguarding requirements and how to promote the welfare of children.		☐
Experienced in the application of First Aid (recognised qualification required) with a good knowledge of medical issues and procedures. *(training for relevant qualification will be provided)*	☐	
Good keyboard skills *(precision and speed will be tested)*	☐	
Good knowledge of Word and Excel and other MS office programs together with an aptitude for new IT applications	☐	
Knowledge of SIMS and NOVA-T (additional training will be provided)	☐	
Previous experience of working with MIS and databases	☐	
Fast learner, picks up most things first time	☐	
Good communication skills – both oral and written. (*Application and covering letter will be used to make and initial assessment)*		
Able to form good working relationships with adults and children Personable, but prepared to stand ground when required	☐	
Efficient, organised, works accurately and pays attention to detail	☐	
Confident and courteous telephone manner	☐	
Efficient, organised and precise	☐	
Ability to keep calm and focussed in pressurised situations	☐	
Diplomatic, discerning and able to deal with confidential information	☐	
Good relationship with children and adults	☐	
Enthusiastic	☐	
Uses own initiative within boundaries – problem-solver with a "can do" approach	☐	
Strong 'customer service' ethic	☐	
Team player	☐	
Flexible	☐	
Representative of the school's ethos and core values	☐	
Educated to at least Level 2 (GCSE A*-C or equivalent) in English *(certificates will be required)*	☐	
Educated to at least Level 2 (GCSE A*-C or equivalent) in Mathematics *(certificates will be required)*	☐	
Previous education experience from an adult perspective		☐