

**Leigh Academies Trust**  
**Job Description**

**JOB TITLE: Administrator with responsibility for data**

**RESPONSIBLE TO: Senior Administrator**

**KEY RESPONSIBILITIES**

- To assist in accurately inputting and maintaining students record, data, timetable and reports on the academy's MIS system
- Assist with the production of timetables for students
- Updating mark- sheets & Individual reports
- Supporting pupil report printing and collating
- Assisting in carrying out straightforward data analysis for teachers and staff (e.g. SEND, FSM and EAL)
- To assist with the academy's meal payment system including updating the system with daily meal numbers
- To maintain good general knowledge of the academy's systems in order to carry out duties effectively
- Receiving and dealing with enquiries from staff, parents and contractors both over the phone and in person
- Liaise with teaching staff and other relevant staff in relation to student data
- Answer, screen and forward incoming telephone calls answering queries where possible and redirecting appropriately
- Take delivery of incoming mail and distribute to relevant members of staff in a timely manner
- Provide cover for reception staff during absence and lunch breaks
- To assist the administrative team with various administrative duties including photocopying, scanning, shredding and filing
- Ensure that there is adequate stock of academy's and Trust information in reception area including newsletters and prospectuses
- Monitor office supplies and place orders where necessary
- Manage and organise work of a confidential and complex nature, with considerable tact, diplomacy and a high level of commitment, customer care and flexibility
- Actively source information and news from other academies within the Trust via academy websites
- Establish good working relationships with all Trust staff and academy Principal
- Undertake the role in a flexible fashion to cover any early morning meetings or evening meetings where necessary
- Comply with Health and Safety Regulations

**KEY REQUIREMENTS**

- Knowledge of Schools Information Management System (Bromcom) – desirable
- Excellent organisational and planning skills with outstanding attention to detail
- Demonstrate a high level of initiative
- Computer literacy in usual office applications
- Ability to work on own initiative
- Committed and enthusiastic
- Excellent attendance and time-keeping record

The key tasks outlined above are generic to the role of Administrator. In addition, you will be expected to undertake the specific tasks as outlined by the Line Manager.