

Job Description Administrative Assistant – Data

Job Title	Administrative Assistant - Data
Salary	LAE Grade 6
Reporting to	Deputy Head (Academic)
Location	Stratford, Newham, London
Type of position	Full Time Permanent.
Hours	Normal working hours for this role are 37.5 hours a week (0.5 hour unpaid lunch)
Term Weeks	Term Time 37 Weeks + 3 Weeks.
Child Protection	All members of staff must comply with LAE's Safeguarding & Welfare Policy. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our sixth formers, these concerns must be reported immediately in accordance with the policy.

The London Academy of Excellence is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Job purpose

- To administer, input and maintain data into the Management Information System.
- To ensure that data is highly accurate and up to date.

Key Responsibilities and core activities of the role

To be responsible for:

1. Entering and maintaining accurate student personal, academic, assessment data on the Management Information System (MIS);
2. To collate missing information where necessary to ensure that data is complete and fit for purpose.
3. Overseeing data collection (academic, pastoral, free school meals) to ensure that information in the census is correct, and therefore funding, is correct;
4. Data validation and data cleansing under supervision of the Deputy Head and Business Director in preparation of the Census.
5. Completing data returns, such as the Census, to the Department for Education and correcting any queries raised;

6. To work alongside the Admissions Assistant to ensure that student enrolment is a robust process resulting in accurate data on the MIS;
7. Uploading and maintaining accurate applicant data throughout the cycle of students admissions into Year 12;
8. Working with the Administration team to develop and maintain ICT-based and “real-world” systems for collecting, tracking, recording and reporting academic assessment and attendance data;
9. The administration process of generating student reports and uploading to student records.
10. Administration of room scheduling;
11. Administration of cover scheduling in the event of staff absence.
12. Supporting the Deputy Head (Academic) in the administration, data capture and storage of UCAS applications;

The role has the following additional responsibilities, in common with all staff at LAE:

- contribute to the establishment and maintenance of a caring, positive, safe and stimulating environment for each sixth former at LAE;
- ensuring that all students observe LAE policies relating to dress, behaviour and other matters, and that they take proper care of LAE's environment and resources;
- contributing, as far as reasonably practicable, to the programme of extra-curricular activities (“ECAS”), which may sometimes require reasonable evening or weekend commitments, some of which will be offsite;
- leading or assisting offsite trips and visits (any necessary training, for example around First Aid or Risk Assessment, will be provided, at LAE's expense);
- prioritising at all times the safety and well-being of the sixth formers by following the Welfare & Safeguarding policies;
- attending training days in reasonable proximity to the start or end of the LAE terms (usually, within four working days of the published term dates), and demonstrating a personal commitment to be fully up-to-date with training;
- providing cover for absent colleagues, and participating in arrangements for sixth formers' supervision during public examinations;

- participating in recruitment events such as Open Evenings and Assessment Days, some of which take place after 17.25 on weekdays or at weekends;
- maintaining effective and harmonious professional relationships with colleagues, in particular by the retention of a sense of perspective and, on occasion, the invaluable ability to laugh at oneself;
- Recognise own strengths and areas of expertise and use these to advise and support others.
- looking after one's physical and emotional well-being, and not being reluctant either to ask for help or support, or to accept and reflect upon it when it is offered;
- fulfilling any other reasonable duties, as requested by the Headteacher, Business Director or Deputy Heads.

This job description is not exclusive or exhaustive. Whilst every effort has been made to explain the main duties, tasks and responsibilities for the post, each individual task undertaken has not been identified. The post holder may be required to undertake duties, which are broadly in line with the above responsibilities.

The post holder will also be expected to undertake any other tasks as reasonably required by the Headteacher and Business Director to ensure the efficient and effective operation of LAE.

Person specification

Essential professional criteria	How these will be confirmed
<p>Be educated to a good standard at least to level 3 (A level or equivalent), including grade B or higher in Mathematics GCSE or equivalent.</p> <p>BTEC National Certificate/ONC level or 'A' Levels or Scottish Highers in job-related discipline. Training to City & Guilds level 3. (NVQ-3).</p>	<p>Sight of original exam certificates / academic qualifications will be requested.</p>
<p>Previous experience of administration tasks requiring high levels of accuracy.</p>	<p>There will be opportunities at interview to discuss experiences and examples that demonstrate these. Referees will also be asked about these qualities.</p>
<p>Recent, relevant employment in a role with significant amounts of data administration: input and output.</p>	
<p>Experience of working in a school or sixth-form.</p>	
<p>Knowledge of MIS school systems.</p>	
<p>Excellent skills with Excel.</p>	
<p>Accurate working with data and figures, in particular inputting and checking.</p>	
<p>Meet deadlines, and work under pressure of time constraints.</p>	
<p>Be self-motivated and enthusiastic about working on one's own, but also enjoy working in a team.</p>	
<p>Awareness and understanding of the safeguarding of young people.</p>	<p>Interview questions will explore applicants' attitudes and knowledge of this. Referees will also be asked about this. Any relevant issues arising will be discussed.</p> <p>Applicants may be asked about</p> <ul style="list-style-type: none"> • their motivation for working with young people; • their ability to maintain appropriate relationships with young people; • their attitudes to the use of authority and maintaining discipline; • their emotional resilience in working with challenging behaviours.

Desirable professional criteria	How these will be confirmed
A university graduate.	Sight of original exam certificates / academic qualifications will be requested.
Previous experience in a similar role.	Confirmation of former relevant employment will be requested. There will be opportunities at interview to discuss experiences and examples that demonstrate these.