

**JOB DESCRIPTION 2018**

**TITLE OF POST: Data and Systems Assistant**

**LINE MANAGER: Data & Systems Manager**

**RESPONSIBLE TO: Principal**

**SALARY GRADE: Band 2 up to mid point**

**JOB PURPOSE: To work closely with the Data & Systems Manager in our continued drive to use data to raise standards. To assist in maintaining the pupil assessment and reporting systems, data records, produce pupil data, timetables and reports and provide support to staff in using data software.**

**To provide general administrative support to ensure an efficient and effective Sigma Trust based administrative service is provided to all stakeholders**

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| **KEY RESPONSIBILITIES** |
| * To maintain accurate student records within SIMS database. * To maintain accurate assessment and reporting data. * Input of data into SIMS Assessment Manager module, e.g. SATs results/data and other school generated data. * To assist with the administration in respect of termly student monitoring and the preparation of mark sheets for staff. * To assist with the preparation of the printing and distribution of student reports. * To assist with the production of individual timetables for all students in school and sixth form college. * To assist with updating set lists throughout the year. * To provide general administrative support as necessary. * To receive and deal with enquiries from staff, students, parents and suppliers both over the telephone and in person. * To effectively use desktop publishing and word-processing/ typing facilities to ensure the production of reports and documents, as required. * To attend relevant school meetings as required. * To respect confidentiality at all times. * To attend relevant training and take responsibility for own CPD. * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. * To understand and apply school policies in relation to health, safety and welfare and comply with individual responsibilities, in accordance with the role, for health & safety in the workplace |

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| * To ensure that all duties and services provided are in accordance with the school’s Equal Opportunities Policy. |

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| **PERSON SPECIFICATION – DATA AND SYSTEMS ASSISTANT** |
| * Knowledge of Capita Sims is an advantage but training will be given. |
| * Good working knowledge of Microsoft office. |
| * Experience of administrative work in a busy office environment. |
| * Good working knowledge of office equipment, e.g. photocopier and telephones. |
| * Good literacy skills and numeracy skills. |
| * Good time management, organisational and administrative skills. |
| * Good communication skills. |
| * Ability to work with tact and diplomacy and maintain confidentiality. |
| * Ability to work under pressure to prioritise and meet deadlines. |
| * Initiative and ability to work without direct supervision. |
| * High expectations of self and others. |
| * A team player who is willing to go beyond their own responsibilities to help others at busy times. |
| * Ability to remain calm under pressure and be approachable. |
| * Resilience and determination coupled with the ability to support and show empathy. |
| * Self-motivated and able to take the initiative. |

**General**

The local governing board is committed to safeguarding and promoting the welfare of children and young people and expects allstaff and volunteers to share in this commitment.

You may be required to do other work related to your post outside normal hours.  Overtime is payable only to staff paid at scale point 30 or below, where the overtime is authorised in advance.

The duties above are neither exclusive nor exhaustive and the post holder may be required by their line manager or the principal to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the principal to reflect or anticipate changes in the job commensurate with the grade and job title.