



Heathside School

Job Description & Person Specification

Job Title	Data Assistant	Grade	SP5
Department	Administration	Hours	15
Reports To	Data Manager	Weeks	39.4

JOB PURPOSE

To support the Data Manager in the maintenance of Student details in Sims to ensure it is kept up to date with relevant information. Carry out ad hoc clerical requests from members of staff

Covering in the front office, welcoming visitors and responding to telephone enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner.

MAIN DUTIES AND RESPONSIBILITIES

Data Assistant

- Maintaining and updating pupil records in Sims, their contact information and medical conditions given on the On Roll forms and Data sheets
- Responsible for receiving and updating all Permissions required i.e. Trip, Photo/Name and Biometric
- Assist the Data Manager in maintaining correct email and mobile records in Schoolcomms by dealing with Error Reports and communicating with the relevant recipients
- Carry out filing and data inputting requested by admin departments to help with back log.
- Producing class/Tutor group lists or a student's timetable for staff when required
- Maintain the inputting of the Schools House System into Sims. Liaise with the House captains should students be omitted from lists provided

Reception

- Maintain a welcoming environment and appropriate hospitality for visitors
- Act as first response for queries from parents/carers and members of staff, redirecting as appropriate
- Assisting students with any minor first aid issues, administering tablets or plasters
- Answering telephone calls, redirecting / taking messages
- Assist the office staff with any requirements needed should an emergency situation arise.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

Employee Name		Line Manager Name	
Employee Signature		Line Manager Signature	
Date		Date	