**Job Description**

**Job Title: Administrative Assistant (Examinations, Data & Cover)**

**Scale: B1 SCP 4 – 6**

**Hours: Permanent** *(subject to a 6- month probationary period)*

**37 hours, term time only plus 10 days**

**Responsible to: Data Manager**

**Job Purpose**

To provide administrative support to the Data Manager to ensure that the examinations procedures of the Academy are administered and implemented smoothly so that all students can succeed. To provide general administration support as directed by the Data Manager.

**Responsibilities**

**Examinations/Data Administrator**

**To assist the Academy Data Manager** **with the below:**

* Daily running of exams
* Organising mock exam papers
* Booking in of exam papers and secure storage (ensuring compliance)
* SIMS administration
* Results administration
* Exam results administration
* Cover arrangements for teaching staff (if Data Manager is unable to)
* Booking and arranging invigilation
* FSM administration e.g. downloading or updating SIMS with FSM information and informing kitchen staff
* Administrative support for the Data Manager and AP Data as required
* Administration for Class Charts
* Administration for school Census e.g. chasing CTF files, UPNS etc.
* Student Exam arrangements e.g. labelling folders, ensuring students have the correct paper etc.
* Supporting data admin e.g. data entry, using data analysis programs
* Reception duties – as and when required to cover
* Creating staff badges
* Bus Lists e.g. creating lists of students for each bus and updating at regular intervals
* Bus liaison coordinator e.g. contacting parents or the bus company as required
* Texting parents
* Emailing parents (letters etc.)
* Parent app admin e.g. merging sibling information, checking data is correct and complete
* Administrator to start external exams

**General**

* Support the wider administration team as required and undertake any other duties commensurate with the grade of the post.
* Communicating effectively with staff, parents/carers via written communication and on the telephone.
* Dealing appropriately with students when the occasion arises.
* Using IT applications, databases effectively to deliver high quality, prompt, and efficient administration tasks.
* Working with, and supporting academy policies and procedures.
* Engaging in training and professional development as appropriate.
* On occasions undertaking work outside normal office hours in order to meet the variable nature of workloads and deadlines and to support academy events.
* Being aware of, and comply with, policies and procedures relating to child protection, safeguarding, health & safety, confidentiality and data protection.
* Having a commitment to collaborative and co-operative working.
* Working as a team member, identifying opportunities for working with colleagues and sharing the development of effective practice with them.
* Working in other roles within the wider administration team as required.
* Performing other relevant tasks as directed by senior leaders.

**Person Specification**

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| --- | --- | --- | --- |
| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Skills, knowledge and  experience | * Ability to keep accurate records, work under pressure and in confidence * Excellent interpersonal and organisational skills * GCSE Mathematics * Professional telephone manner, smart appearance * Computer literate and competent in using Microsoft Office * Flexible approach and ability to work on own initiative as well as part of a busy administration team * An understanding of data protection regulations * Knowledge and understanding regarding Safeguarding, Child Protection and Prevent | * Experience of working in a school * Experience of SIMs database * Experience of Examinations Administration | * Letter of application * References * Interview |
| Personal attributes | * A sense of responsibility and confidentiality * Ability to work under pressure * Co-operative, willing, reliable and trustworthy * Ability to work on own and part of a team * Friendly, calm, and unruffled disposition * A commitment to safeguarding children | * Experience of working with young people * Highly motivated | * Letter of application * Interview |
| Special Working Conditions | * On occasions work outside normal office hours * No smoking environment |  |  |

*Boston Spa Academy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check. We promote diversity and aim to establish a workforce, which reflects the population of Leeds.*