



## **Bristol Cathedral Choir School**

### **SLT & Data Administrator**

Pay spine points 17-21 (£18,274 – £20,768 pro rata)

**Term Time plus 20 days (0.8846FTE)**

**Actual Salary £16,165.18 - £18,371.37**

Part time or term time only considered

Required as soon as possible

<b>Post</b>	<b>SLT &amp; Data Administrator</b>
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Required as soon as possible we are looking for a bright and highly organised administrator to play a key role in the support of our Senior Leadership Team and Data Manager. The post holder will be crucial in providing organisational and administrative support.

The post holder will assist the Data Manager to accurately enter information onto school databases, eg for analysing academic progress, generating student reports and collating admissions data. In addition they will assist in a range of day to day administrative tasks of the school.

This is a role requiring calm efficiency, the ability to problem solve and a critical eye for detail. The successful candidate will possess excellent ICT, literacy and numeracy skills. Full training will be given on specific school IT systems; the capacity to develop an excellent working use of office software (eg excel), school information systems (eg SIMS) and progress software (eg SISRA) will be essential. Equally, it will be important to enjoy working in a busy team with the ability to build positive relationships with colleagues.

**Closing Date Sunday 19th November 2017**

**Interviews will be held on Monday 27th November 2017**

## BRISTOL CATHEDRAL CHOIR SCHOOL

<b>Post:</b>	SLT & Data Administrator
<b>Responsible to:</b>	Vice Principal

<b>Core Purpose:</b>	As a Team member, to provide efficient, timely administrative and clerical support to the School's Senior Leadership Team and Data Manager.
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### Specific Responsibilities:

The tasks required will be varied but are likely to include the following:

- Work closely with the school Data Manager to enter data onto the school information systems.
- Manage school systems to assist in the reporting process and compile reports for analysis of student progress.
- Check reports before they are issued to students and parents.
- Support the collation of information for school admissions at key points in the year.
- To make and receive telephone calls and emails, take messages and make various communications with parents and outside agencies as necessary.
- In addition there will be a requirement to support the wider administration of the school.
- To undertake any administration tasks as directed by members of the Senior Leadership Team. Typically to include: writing, typing up and issuing of letters, emails and documents; preparing reports and policies; ensuring that important information, such as examination timetables are issued to students; collating reports; photocopying.
- To help organise events, eg Parents Evening appointments.
- To attend School Open Events.
- To be aware of student safeguarding issues and refer information to the appropriate person when necessary.
- To uphold and promote the ethos of the School at all times.

Other such duties as shall be required by the Head of School in accordance with your responsibility level.

### Decision making:

The post holder will primarily be operating within agreed limits and parameters. Decision making will occur in liaison with Senior Leadership and the Data Manager concerning matters such as day to day operations, although the ability to suggest

improvements and implement initiatives is most welcome. Reference should be made to the Vice Principal on substantial matters.

### **Working Environment:**

The School is a large and recently renovated historic building. Work may be split between an office or reception environment with frequent use of IT and telephone land lines. There are often several competing deadlines occurring at a given time – the successful candidate will be able to prioritise effectively.

There will also be regular and frequent face to face contact with students, staff and members of the public. The post holder will be required to become familiar with the entire building and make occasional tours of the site, interacting with the students. Other duties will require the post-holder to attend Open Evening events.

### **Contacts & Relationships:**

The post holder will be required to establish constructive working relationships with all members of the school community and outside agencies. Confidentiality, sensitivity and security of information are vitally important aspects of the work.

#### **Notes:**

The duties outlined in this job description may be modified by the Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

This document does not form part of your contract of employment with the school.

## **PERSON SPECIFICATION**

**Short listing will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their**

**skills and experience match those criteria.**

Details of Person Specification	
Job Title: SLT & Data Administrator	Salary Scale: SCP 17 - 21

## 1. Skills and Abilities

	Description	Method of Assessment
	<b>Essential</b>	
	Outstanding accuracy whilst meeting challenging deadlines.	Application form/interview
	Ability to meet multiple requests for information in a calm and professional manner.	Application form/interview
	Excellent organisational and general administrative skills, e.g.recording, filing, prioritising.	Application form/interview
	Excellent IT Skills especially in the areas of databases and spreadsheets, and comfortable with the use of IT as an integral and essential tool.	Application form/interview
	Ability, with training, to master specific school IT systems and databases	Application form/interview
	Ability to prioritise own workload and deliver to deadlines.	Application form/interview
	Ability to work with initiative and problem solve.	Application form/interview
	Ability to work supportively as part of a team and demonstrate a sense of humour.	Application form/interview
	Excellent interpersonal skills. Must be able to communicate effectively, face to face and via telephone.	Application form/interview
	Must be able to establish and maintain good relationships with all people at all levels both internally and from outside the school, e.g. senior management, teachers, visitors and parents.	Application form/interview
	Able to maintain absolute confidentiality regarding personal data held by the School.	Application form/interview
	Demonstrate a proactive approach to problems to identify	Application

	solutions and opportunities.	form/interview
	Ability to take day-to-day decisions within agreed parameters.	Application form/interview

	<b>Desirable</b>	
	Potential to expand and develop and take on additional responsibilities.	Application form/interview

## 2. Knowledge/Qualifications

	Description	Method of Assessment
	<b>Essential</b>	
	Should have good general office and organisational skills.	Application form, interview
	Sound literacy, numeracy & accuracy.	Application form, interview.

	<b>Desirable</b>	
	Knowledge of the SIMS.net MIS system	Application form/interview
	Knowledge of standard IT systems and programs: MS Word MS Excel MS Outlook Google Docs	Application form/interview
	Knowledge of the legal aspects of handling personal data	Application form/interview

## 3. Experience

	Description	Method of Assessment
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	<b>Essential</b>  General office experience aptitude to meet the needs of the post.  Experience of working on a number of tasks simultaneously and managing time effectively to maintain progress.  Should have experience in use of ICT.	Application form/interview  Application form/interview  Application form
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	<b>Desirable</b>  Experience of work in a school office.  Experience of SIMS. net ICT package.  Experience of working with children or young people.	Application form /interview  Application form /interview  Application form /interview
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#### 4. Other Requirements

No	Description	Method of Assessment
	<b>Essential</b>  Commitment to excellence and desire for continual improvement.  A knowledge and interest in the education environment.	Interview  Interview
	<b>Desirable</b>  Assist with organisation and staffing of trips and visits such as Duke of Edinburgh, UCAS Fair and trips to Universities.	Interview