

## JOB PROFILE

<b>Job title:</b>	Data and Transition Administrator
<b>Responsible to:</b>	Student Data, MIS and Communications Systems Manager
<b>Salary / Grade:</b>	£19,554 - £21,166 per annum (full time equivalent) Grade 3 of the support staff salary scales
<b>Working hours / weeks:</b>	37 hours per week, 39 weeks per year
<b>Core purpose:</b>	To provide an effective and efficient administrative support service relating to student data, MIS, communications systems and Transition.  To provide cover for the Administration Team when required.

### Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

### General duties and responsibilities:

- Manage manual and computerised record/information systems through SIMs and Microsoft Office products.
- Analyse and evaluate basic data/information and produce basic reports/information/data as and when required via SIMS/Microsoft Excel.
- Develop and maintain data protocols.
- Administer and organise school grade run system, providing analysis and reports for all students and change information where necessary.
- To be competent in undertaking the creation and administration of Assessment Tracking Sheets.
- To administer and support the Transition Manager with all aspects of the annual student transition process.
- Input data regarding FSM students into SIM's.
- To manage the input of data to support the construction and maintenance of academic timetables in liaison with the SLT.
- Maintain and update class changes.
- Organisation and administration of data cleansing.
- Maintain and update student records in accordance with data protection regulations (GDPR).
- Undertake advanced typing and word processing skills i.e. mail merge techniques via Microsoft Word.
- To administer and support the school's Parental Engagement System.
- Organise external mail relating to the role.
- Participate in training and other learning activities and performance development as required.
- To contribute to the overall ethos/work/aims of the school.
- Provide cover for other administration duties as required by the Line Manager.

**Notes:**

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

**Core Values:**

Respect for individuals:	We work together to create a culture based on trust, respect and dignity.
Integrity:	We are open, honest and direct in our dealings.
Collaboration:	We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives.
Continual improvement:	We are a learning organisation that strives always to 'make our best better'.
Accountability:	We hold ourselves accountable and take ownership.

## PERSON SPECIFICATION

Role: Data and Transition Administrator		E/D	A	I
<b>Qualifications and Training</b>				
1	Grade C or equivalent in English and Maths	E	✓	
2	Business administration qualification	D	✓	
<b>Experience</b>				
3	Previous experience of undertaking administrative duties	E	✓	✓
4	Experience of working within a school environment	D	✓	
5	Experience of establishing and maintaining administration systems	E	✓	
6	Experience of data entry	E	✓	✓
7	Practical experience of using Excel	E	✓	✓
8	Experience using SIMS	D	✓	✓
<b>Knowledge and understanding</b>				
9	Understanding of administrative processes	E	✓	
10	Knowledge of using SIMS management information system.	D	✓	✓
<b>Skills and abilities</b>				
11	Professional verbal communication skills both face to face and on the telephone.	E		✓
12	Good written communication skills, writes clearly with good spelling and grammar	E	✓	
13	Fast and accurate data entry skills	E		✓
14	Ability to prioritise own work to meet deadlines	E	✓	✓
15	Good personal organisation and administrative skills	E	✓	
<b>Personal attributes</b>				
16	A team-worker, willing to undertake a variety of tasks.	E	✓	✓
17	Ability to use initiative, and work in a responsible manner.	E		✓
18	Good timekeeping.	E	✓	
19	Able to resolve problems	E		✓
20	Sound decision making	E		✓
<b>Other</b>				
21	A commitment to uphold and promote equality of opportunity	E		✓
22	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓

**KEY:** ✓

<b>E</b>	Essential
<b>D</b>	Desirable
<b>A</b>	Assessed by Application Form
<b>I</b>	Assessed by Interview

**Date:** November 2019