



<b>Walton High School</b>		
<b>Post Title</b>	<b>Grade</b>	<b>Date</b>
<b>Administrative Assistant – Data &amp; Curriculum Support</b>	Grade 5	<b>March 18</b>

### **Statement of Purpose**

Under the guidance of the Senior Leadership Team, manage the school's pupil information system SIMS.net. To undertake administrative and organisational processes within the school and to support the management of data for the school including SIMS Options and the planning, development and maintenance of the timetable.

### **Support to Pupils/Administrative/Data Support**

- To be responsible for all aspects of the operation of SIMS.net (Schools Information Management System) for the storage, production of information, statistics and reports associated with detailed pupil records.
- To check for missing data and fill gaps by contacting other schools or agencies.
- To ensure all student records are kept up to date, including changes to FSM and Pupil Premium Funding.
- To liaise with staff for the maintenance of student and staff administrative data.
- To work closely with the Transition co-ordinator administering the new intake year group, using Limacon software.
- To communicate with the Learning Records Service and ensure that all students in Year 9 and above are registered and have ULNs assigned to them
- To produce reports and analyse data as requested by the Senior Leadership Team and others, including the timely and accurate submission of complex statutory/statistical returns.
- To assist in the planning, production and maintenance of the school timetable using Nova-T6, including student/subject/group allocation, data manipulation, carry out system reconciliations and produce timetable reports
- To generate, check and distribute timetables, teaching sets and other timetable information in readiness for the start of the school year and produce timetables for students joining the school during the year.
- To make data available to appropriate stakeholders at the appropriate time. e.g. parents, students, teachers, LEA, DCSF, other external agencies to meet internal and externally set deadlines.
- To support senior staff with the organisation and management of Year 8/9 Options process using SIMS Options
- To troubleshoot problems with issues relating to SIMS.
- To communicate with Entrust on matters that cannot be resolved in school.

## **Support to other Staff, Pupils, Parents and the Community**

- Provide administrative and organisational support to other staff, including senior staff.
- Provide advice and guidance to staff, pupils and others.

## **Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

*Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in their job description.*

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the postholder and the relevant trade union before submitting for re-evaluation.

## Person Specification

### Administrative Assistant – Data & Curriculum Support Level 3

Essential Criteria	Measured By
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of using SIMS Management Information Systems, SIMS Options, Nova T6 and Excel.</li> <li>• Experience of data manipulation, analysis and reporting.</li> <li>• Proven ICT experience</li> </ul>	AF/I
<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• NVQ 3 school support or equivalent qualification or experience.</li> <li>• Evidence of formal ICT training and development.</li> </ul>	I
<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Good organising, planning and prioritising skills</li> <li>• Methodical with a good attention to detail</li> </ul>	AF/I

<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"><li>• Customer focused</li><li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li><li>• Open, honest and an active listener</li><li>• Takes responsibility and accountability</li><li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li><li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</li><li>• Is committed to the provision and improvement of quality service provision</li><li>• Is adaptable to change/embraces and welcomes change.</li><li>• Acts with pace and urgency being energetic, enthusiastic and decisive</li><li>• Communicates effectively</li><li>• Has the ability to learn from experiences and challenges</li><li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li></ul>	<p>AF/I</p>
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AF - Application form

I - Interview

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviour***
- ***Attitudes to use of authority and maintaining discipline.***