

## Job Description and Particulars of Appointment

### Details of Post

- Title: Data & Exams Officer (Level 3 Administrator)
- School/ Federation/ Academy/Trust: TrustEd Schools Alliance
- Reporting to: Assistant Headteacher
- Main Workplace: Oldbury Wells School
- Grade and SCP: Grade 6 (SCP 8-11)

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All support staff posts are subject to the Asylum and Immigration requirements*

### Purpose of Post

Under the guidance of senior staff be responsible for undertaking administrative, financial and organisational processes within the school. This level could also include the specific roles of Personal Assistant to the Headteacher, Finance Clerk, Exams Administrator or Attendance Administrator.

Assist with the planning and development of support services.

### Principal Duties and Responsibilities

#### 1. Organisation

- Deal with complex reception/visitor/ telephone matters
- Assist with first aid
- Contribute to the planning, development and organisation of support service systems/ procedures/ policies
- Organise school trips/events etc.
- Undertake key jobs to do with PA work for the Head, finance, examinations and/or attendance
- Liaison with EWO and parents
- Supervise, train and develop staff as appropriate.

#### 2. Administration

- Manage manual and computerised record/information systems
- Provide clerical support – photocopying, filing, faxing, e-mailing, post sorting and distribution
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake word-processing and complex IT based tasks

- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES
- Administration of lettings and other uses of school premises
- Undertake the administration of payroll systems
- Take notes at meetings
- Provide administrative support in one or more of the following functional areas:
  - a) Finance
    - Collecting and recording cash as necessary
    - Assisting the Business Manager with budget monitoring, order/invoice processing, banking etc.
  - b) Examinations
    - Assisting with the operation of the SIMS exam module, entry statements, timetables, entry lists, exam papers and security, exam results
  - c) Attendance
    - Registers, liaise with EWO, parents and students
  - d) PA work for the Head Teacher

### 3. Resources

- Operate relevant equipment/complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform/snack/other 'shops' within the school
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school

### 4. Other Responsibilities

- 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 and support difference 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.

### 5. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

## **6. Data Protection and other statutory responsibilities**

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

## **7. Other Duties**

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

## **8. Review and Signatures**

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.