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| Trinity Academy HalifaxJob Description | |  |
| Job Title: | Administrator/Data focus |  |
| Job Scale: | Scale 3 (Point 5 - 6) |  |

**BASIC JOB PURPOSE**

* To support the development of effective and efficient administration services with a particular focus on data - the production of attainment analysis, reporting and targets relating to student achievement
* To support the Exams Officer to manage all aspects of examinations organisation, entries and results and assessment data
* To work as part of a team, providing a range of general administrative tasks

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| **Reporting to:** | Data Manager/Administration Manager |
| **Responsible for:** | n/a |

**MAIN RESPONSIBILITIES**

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| **1** | To work as part of a team to provide a high quality, efficient administration support, using a range of IT packages and general office skills. |
| **2** | To work with others to help improve work organisation and effectiveness. |
| **3** | To support the administration and development of the Management Information System across the academy. |
| **4** | To work alongside teaching and support staff to develop the uses of, and implementation of, data systems, providing support for the effective and accurate use of data in all areas of academy life. |
| **5** | To support with assurance of the quality and accuracy of all input/output of academy data, including the analysis and preparation of assessment information and related reports. |
| **6** | To support the creation of mark sheets and report templates that support the monitoring and the production of assessments and reporting across the academy. |
| **7** | To contribute to all aspects of the administration processes for examinations, including the operation of the MIS exams software and the organisation of procedures within the exam rooms. |
| **8** | To prioritise work to meet conflicting deadlines |
| **9** | To undertake any other administration duties to ensure the delivery of high-quality teaching and learning. |

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| Other Specific Duties: |
| * To continue personal professional development as required. * Attend staff and other meetings and participate in staff training and development events as required. * To actively engage in the performance review process. * All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary. * To work in the best interests of the academy, students, parents and staff. * To adhere to the Academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety. * Undertake the role of a Form Tutor within the academy’s Vertical Tutoring pastoral College structure, and provide relevant and appropriate pastoral support. * To work at locations across the academy Trust.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. |
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| **PERSON SPECIFICATION** | | |
| **Job: General Administrator** | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * 4 or more GCSE’s at grade C or above, including English and Maths (or equivalent) * Evidence of experience in a similar, office, administration and/or data analysis role * Experience of working to tight deadlines * Experience of using databases, word processing and a range of other IT packages | * Experience of working in a school environment (understanding of safeguarding and Child Protection issues) * Experience of school data production * Experience of examination processes |
| **Knowledge & Understanding** | * Knowledge of administration systems, ICT packages and general office procedures * The use of Microsoft Office packages – especially Microsoft Excel. | * The potential uses of data to support efficiency |
| **Skills & abilities** | * Ability to communicate and negotiate effectively to a range of audiences (internal and external) through strong inter-personal, written, oral and presentation skills * Able to prioritise work and to manage work to meet tight deadlines * Have well-developed analytical, planning and organisational skills * Accuracy in inputting and preparing statistical information in various formats as directed. * Able to prioritise work and to manage work to meet tight deadlines * Ability to learn new software to a high level. * Able to work in a school environment, around children and young people * Able to work as part of a team * High personal standards and able to provide a role model for students and staff | * Evidence of working effectively as a member of a team. |
| **Personal Qualities** | * Reliability and integrity and a commitment to confidentiality * A strong attendance / punctuality record. * Adaptability to changing circumstances/new ideas | * Determination to succeed and the highest possible expectations of self and others * Resilience and perspective |