



JOB TITLE: PA to the Headteacher/Admin Officer/Data Manager

REPORTS TO: School Business Manager/Headteacher

SALARY RANGE: Scale 5

Term- time – 35 hours per week, 39 weeks - permanent contract

START DATE: October 2018

JOB PURPOSE:

To provide professional, efficient administrative support to the Headteacher and maintain secure, efficient information management systems for the school, produce reports and make returns to the relevant authorities.

KEY ACCOUNTABILITIES:

Operational Direction & Development

- Manage system permissions, issuing passwords and ensuring all staff have correct access to the information management system
- Co-ordination and completion of the school census and other statistical government returns
- Responsibility for the development and support of the common transfer system to provide consistency of data from school to school
- Create and publish .net reports and templates on request
- Set up and maintain procedures for entering and updating medical information in SIMS, and support those who upload and manipulate student and staff data
- Create and update medical category lookup fields appropriate for the school
- Set up and maintain the behaviour management procedures and records, accomplishments, certificates and associated reports
- Prepare a new academic year calendar in SIMS
- Ensure and manage the smooth transition from one academic year to the next with all sections of SIMS
- Work with the SBM to ensure all staff records are kept up to date and accurate and all staff have signed the Code of Conduct and other relevant documentation
- Ensure the weekly register for staff is produced and monitored for staff absence triggers
- Assist the Headteacher with analysing pupil attendance data and provide administrative support associated with attendance management
- Liaise with Wandsworth regarding pupil eligibility for Free School Meals & Cool Milk
- Oversee the management of the SchoolComms system reporting to the SBM with updates when required
- Manage the admissions process for Reception, Nursery and other new entrants ensuring all new pupils and parents have access to information via packs/email ,etc
- Liaise with Wandsworth and Nursery parents regarding 30 Hours Childcare eligibility

Teaching & Learning

- Support the schools designated assessment leader in the development and provision of data for analysis
- Manage the creation and maintenance of grade sets, mark sheets and report templates
- Present information and data as required by the Headteacher/SLT
- Print reports from the Pupil Asset software, REU (Wandsworth's data unit) and ASP website (Analyse School Performance)
- Analyse data as required by group or pupil.

Parent and Community Liaison:

- Organise publicity for the school, liaising with local press and other community organisations
- Attend and actively participate in Parent Forum meetings
- Update the school website as requested by the SLT
- Send email/text messages to parents using the school system
- Create and maintain links with the local community as required
- Collate and analyse parental, pupil and other questionnaires
- Ensure all parents have signed and returned the Home School Agreement and all other data collection forms

School Management and Administration Support:

- Provide general administrative support along with members of the Administration Team
- Organise appointments for the Headteacher and add to the main shared calendar when appropriate
- Have overall responsibility for the school office email account, ensuring that emails are checked daily and responded to efficiently
- Complete the staffroom diary board weekly, updating as required
- Organise and maintain filing systems for the Headteacher's paperwork
- Liaise with the Education Welfare Officer and Headteacher with regards to attendance
- Draft weekly newsletters
- Type up/amend documents, including appraisal documents, policies, as directed by the Headteacher
- Take, produce and circulate minutes of meetings as requested.
- Help with the organisation of school events.
- Organise administration for assemblies, including production of PowerPoints as directed
- Organise administration for school performances, including programmes, tickets, etc
- Print documents for the Headteacher including DFE publications and governor documents
- Print pupil certificates as directed by the Headteacher
- Organise schedules for interviews, including timetables, supporting paperwork and letters to candidates
- Organise refreshments during meeting times and as required
- Administer basic first aid to children and adults
- Support the Headteacher in other ways as required

Other responsibilities.

- To be the named officer for Data Protection and ensure compliance with Data Protection laws and safeguarding procedures.
- To liaise with the Deputy Headteacher regarding examinations, curriculum and assessment.
- To undertake all reasonable any other duties as directed by the Headteacher.