

Responsible to: Headteacher, Trust Data and Systems Lead, Assistant Headteacher, Examination Officer

Salary/Grade: 28,142 – 30,518 / NJC E

**Purpose of the post:**

- To support the Trust Data and Systems lead and Senior Leadership Team to ensure the accurate maintenance and management of pupil and school data.
- To organise daily cover as required, for staff sickness and non-sickness related absence.
- Assist in the provision of an efficient and effective school administrative function.
- To provide support to a variety of school staff by ensuring that all necessary information is up to date and that requests are followed up in a timely fashion.
- Assist in the administration and coordination of GCSE and vocational examinations and internal assessments/exams.
- Management of data in the school's MIS system.
- Liaising with staff, pupils, parents/carers, other schools/colleges and other educational organisations as required.
- Provide administrative support to the Deputy Headteachers.

**Key roles and responsibilities:**

- Support the Trust Data and Systems lead and school Senior Leadership Team and Examination Officer in leading the school's commitment for reporting accurate data to all stakeholders, including external agencies such as the DfE.
- To work with the designated member of SLT to organise staff cover in cases of absence.
- Prepare reports on pupil progress, external exams, internal assessment, attendance and behaviour data.
- Assist in exam planning, preparation and administration of exams, both external and internal.
- Production of reports to parents in all year groups and to use data gathering from the data collection round for analysis purposes.
- Provide staff, parents and other agencies with data on request ensuring compliance with the Trust's data protection policies.
- To support with the production of statutory School Census returns, coordinating with appropriate personnel to ensure data is accurate and complete.
- Ensure data is user-friendly and relevant to all stakeholders to help drive school improvement.
- Manage timetable change requests and pupil data and any required changes in the schools MIS system

**All employees have the responsibility to**

- Ensure any documentation produced is to a high standard and is in line with the brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person(s).
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To promote the area of responsibility within the school and beyond.
- To represent the school at events as appropriate.
- To support and promote the school ethos.

- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To undertake any other reasonable duties at the request of the Director of Education, Headteacher or Trust Data and Systems Lead.
- Take part in an annual staff performance review with line manager.
- To engage in professional development and further reading to develop your knowledge and practice in this role.
- To create and maintain good working relationships among all members of the school community.
- To set an example to pupils in work ethic, conduct, dress code, punctuality and attendance.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Show a duty of care and take appropriate action to always comply with Health and Safety requirements.
- To commit to the safeguarding of all children and young people. Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Such other duties as reasonably correspond to the general character of the post and its level of responsibility
- To play a full and active part in the life of the school.
- To undertake any other responsibility commensurate with this role as per the direction of the Headteacher.

#### Other Specific Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. The post holder will be expected to participate in the school appraisal programme for staff and to participate in appropriate staff training and development activities.

Stamford Park Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the school's policies and procedures.

