

JOB DESCRIPTION FOR ACADEMIC YEAR 2021-22
SHIRE OAK ACADEMY

Employer	The Governing Body
Name of Employee	

All employment requirements to be performed in accordance with the provisions of the National Joint Council for Local Authorities APT & C handbook.

The job description is designed to supplement the above by highlighting those areas regarded by the Principal as being of specific relevance and importance to Shire Oak Academy.

Health and Safety

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons;
- b) observe all instructions on health and safety issued by the academy or any other person delegated to be responsible for a relevant aspect of health and safety;
- c) act in accordance with any specific H&S training received;
- d) report all accidents in accordance with current procedure;
- e) cooperate with other persons to enable them to carry out their health and safety responsibilities;
- f) inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger;
- g) inform their Line Manager of any shortcomings they consider being in the academy's health and safety arrangements
- h) exercise good standards of housekeeping and cleanliness;
- i) know and apply the procedures in respect of fire, first aid and other emergencies
- j) cooperate with the appointed trade union health and safety representative and the enforcement officers of the Health and Safety Executive

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

1. Title of Post

Administration Assistant - DATA

2. Salary

NJC Scale – Grade 5 Point 9 - 17

Current Point

37 hours per week – 190 days term time (includes 5 training days) + 10 additional days

3. Accountable and Responsible to:

Headteacher's PA

4. Main Purpose of the Job

- Involved in all aspects of student and staff data and will encompass both the entering of data and creation of: marksheets; templates; registers for data input by other members of staff.
- To deal with attendance marks for students.
- Maintaining all course data.
- SIMs Learning Gateway (administration of information for parents via website)
- Blue Sky administration

5. Accountable and responsible for the following key tasks:

IF ANY MEMBER OF STAFF IS SUBJECT TO ANY CRIMINAL INVESTIGATION, CAUTION OR CONVICTION THEY SHOULD INFORM THE HEADTEACHER IMMEDIATELY.

Responsible for SIMS

1. Setting up of new systems to meet the needs of the Senior Leadership Team, Heads of Year and Faculty Leaders
2. Producing a bank of reports for all to use.
3. Reporting and solving SIMS software problems – liaising with SMIS when necessary. Keep accurate records of free school meals within SIMS and inform kitchen of any changes.
4. Keep accurate records of all groups in SIMS e.g. PP, LAC and EAL data
5. Management of all aspects of SIMS System (with admin support)
6. Develop the use of SIMS Assessment Manager, Profiles and support staff in their day to day use of the system
7. Create and maintain the assessment database and ensure that assessment data held on pupils is accurate and complete
8. Set up and manage systems for tracking the progress of pupils at each key stage
9. Manage the production of annual reports and interim reports on the progress of all the pupils in the school
10. Provide base data for external projects and providers, including, Fischer Family Trust (FFT), ALIS and CATs
Import target setting data from FFT, ALIS etc.
11. Ensure the year 7 intake's Key Stage 2 and NFER data is complete and accurate and import to the system

Responsible for Academy data

1. Setting up of SIMS Assessment Manager
2. Input data accurately and efficiently using SIMS Assessment Manager. Determine the need for and arrange provision, analysis and evaluation of data and detailed reports /information.
3. Write, design and produce reports illustrating trends in school data. High powered presentations on examination and data analysis. Liaise with Heads of Faculty, Heads of Year and Senior Managers in producing information to raise student achievement.
4. Be responsible for completion and submission of complex forms, returns etc to SLT, governing body and to outside agencies e.g. Dept for Education
5. Provide data to inform whole academy and individual student targets. Produce and update student targets and assessment information as per assessment calendar
6. Produce data reports to inform parents of individual student progress.
7. Produce detailed analysis of student targets and assessment information to Heads of Department and Senior Leadership Team.
8. Liaise with the Examination Officer regarding external/internal data produced from the examination process.
9. Provide organisational and complex administrative support to other staff.
10. Manage complex administrative procedures. Undertake research and obtain information to inform decisions.
11. Support the school's timetabler in the development and production of the school timetable
12. Ensure the smooth transfer of data between Nova-T – assessment Manager – Academic management – Lesson Monitor

Responsible for Reporting

1. Set up, produce and maintain the academy reporting system.
2. Publish reports via the parent app as per assessment calendar
3. Contribute to whole school discussions about the reporting cycle and its ongoing development.
4. Work with the data team to delegate tasks to support the academy reporting system.
5. Establish and maintain SISRA datasets and user permissions for analysis on a half-termly basis.
6. Produce the base data for all student targets
7. To export data for various uses to respond to staff requests such as SEN/ Pupil Premium data
8. To develop pre-populated class analysis sheets
9. To run class and department progress checks to track student performance

Additional administration task related to the Student Support Team

6. Further statement

This job description is effective from 1st September 2021 and it replaces all previous versions. The contents have been agreed in discussion between the postholder and the academy.

Your duties and responsibilities may be amended from time to time as determined by the Headteacher following consultation.

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You should sign two copies of this job description. You should retain one and you should forward the second copy to the Headteacher.

Date

Your signature

Headteacher's signature

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