

## **JOB DESCRIPTION**

<b>Post title:</b>	Senior Administrator - Data
<b>Academy:</b>	Excelsior Academy
<b>Reporting to:</b>	Data and Examinations Officer
<b>Salary/Pay range:</b>	£21,000 to £23,000 per annum (FTE), £18,819 to £20,611(Actual) Salary negotiable depending upon experience
<b>Hours of work:</b>	37 hrs per week, Term time + 1 week

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### **Purpose of Job**

To support the Data and Examinations officer to provide effective administration support to enable the needs of the Academy to be met with regard to data recording, tracking, reporting, examinations and assessment.

### **Main Duties and Responsibilities**

- To assist with storage, distribution and security of learner information.
- To liaise with colleagues across the Academy on a range of issues including ensuring learner data is up to date and accurate.
- To provide administrative support relating to all aspects of internal and external examinations.
- To support with the preparation of data for statutory return e.g., Academy Census.
- To support with creating bespoke reports in SIMS and the Trust Dashboard for staff and external stakeholders.
- To support with creating bespoke templates in other academy / Trust data products e.g. Sistra Observe, Sistra Analytics, Pastoral Genie, Class Charts.
- To assist with communication to parents including sending texts and letters.
- To offer support with ordering of stationery/booking resources.
- To operate and update Schools Information Management System (SIMS), where appropriate
- To support with cover as required within main reception, this could also include lunch duties.

### **Other Duties**

- To carry out any other duties in accordance with the expectations of a first level teacher at the reasonable request of the Principal of Excelsior Academy.
- Any other duties as may reasonably be requested by the School Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

**Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020 where required.