

## Administrative Assistant

Grade:	4
Accountable to:	Director of Exams and Information
Hours:	30 hours per week, term time (including 5 Inset days) + 30 hours in summer holidays
F.T.E. Salary:	Currently £17681-£18319 (pro-rata), plus Crawley Allowance <b>Actual salary £12856 - £13305</b> (pay award pending)

### Purpose of the role

You will provide comprehensive administrative support for the school, including data management, examination procedures and school trip organisation. The work will include up-dating information management systems, creating student reports and undertaking analysis/management reporting. You will be expected to assist in the administration of all internal and external examinations within the school. Excellent communication skills are required for this post, as you need to work well as a flexible, co-operative team member, supporting other areas and departments to meet the requirements of the school.

### Key Accountabilities

**The specific accountabilities of this flexible role may alter from time to time in order to meet the needs of the school, but accountabilities will include (or be equivalent in nature to) those listed below:**

- Maintaining students' academic records and personal records in SIMS.net and Go4Schools management information systems
- Importing information into the school's management information systems
- Assisting with Year 6 into 7 processes and transition evening and the Sixth Form enrolment process
- Ensuring the upkeep of staff and student timetables, and production of class lists
- Updating and maintaining ULNs
- Creating and producing reports, labels, lists and statistics as requested, including attendance, personal and assessment reports
- Supporting the administration of the SIMs, Go4Schools and ParentPay systems
- Assisting in the completion of the census and data reports for both internal and external stakeholders

## JD18a (SCHG51a)

- Assisting in the completion of examination entries and securely storing and sending completed examination papers to external award organisations
- Ensuring GDPR legislation is complied with in relation to all personal data
- Liaising with awarding organisations to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules and coursework requirements
- Assisting in the organisation of the school's external invigilators
- Assisting in the preparations of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery
- Undertaking administrative tasks to support the planning of school trips
- Supporting other departments to meet school priorities and deadlines
- Undertaking other duties commensurate with the grade of the post as may be reasonably required
- Some Front of House/Reception duties may be required

# Administrative Assistant

## Person Specification

### Level of Knowledge

- Knowledge and understanding of the collection, use and analysis of data
- Knowledge of implementing a range of administrative processes within an office environment, including use of relevant ICT packages and systems
- Working knowledge of SIMS.net (preferred but not essential)

### Qualifications

- Working at or towards appropriate national occupational standards to national qualifications level 3 or above in associated activities, or equivalent experience
- Equivalent of 5 GCSEs, including Level 2 English and Maths, or equivalent qualification
- Relevant Level 2 IT qualification (preferred but not essential)

### Experience

- Experience of working as part of an administrative team, working within clear guidelines providing effective operational support
- Evidence of personal and professional development through work related experience
- Evidence of working to deadlines and using initiative to deal with unexpected problems as work

### Skills

#### Key Skill 1

- Good communication and interpersonal skills in order to work with a range of internal and external stakeholders including students, colleagues, parents, carers and outside agencies

#### Key Skill 2

- Excellent IT skills, demonstrating an ability to maintain accurate records

relating to a wide range of data and examination related requirements that contribute to the development and implementation of school procedures

Key Skill 3

- Ability to work effectively as a team member, building relationships both internally and externally that help achieve school objectives

Key Skill 4

- Ability to work flexibly and under pressure, dealing with changing priorities and competing demands as work can be interrupted.

Key Skill 5

- Ability to meet deadlines and to deliver on school priorities

Competencies

- Works well as part of a team valuing others' differing perspectives.
- Continually seeks opportunities to improve tasks that are within their area of control.
- Models and reinforces excellent behaviours