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**Gosforth Academy**

**Job Description**

**Post Title:** Data Administration Assistant A4460

**Responsible to**: Principal / Assistant Director – Data and Performance Service

**Grade:** N4

**Job Purpose:** Provide comprehensive administration support to the Assistant Director – Data and Performance Services, Data Manager, Examinations Officer.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To assist in the maintenance of the academy’s SIMS assessment module.

2. To assist in the preparation of reports through the academy’s SIMS and other software packages such as EXCEL.

3. To assist in the data team’s analysis, checking and preparation of assessment data.

4. To assist with the creation and printing of student grade cards.

5. To assist with the production and provision of data for staff in a format relevant to requirement and audience.

6. To assist with the production and provision of information to parents in a format relevant to requirement and audience.

7. To assist with the quality assurance of data including completion checks.

8.To manage the room resource booking process.

9. To manage the Invigilator booking process.

10.To attend and minute meetings as required.

11. Collecting, accounting for, reconciling and security of petty cash, dinner money, school fund and/or other amounts of cash/expenditure, card payments etc in accordance with Financial Regulations.

12. To liaise with staff, students and parents as appropriate to meet the requirements of the school including the provision of reception service, arranging events such as Parents’ Evenings, and work experience.

13. To promote and implement the Academy’s/Council’s Equality Policy in all aspects of employment and service delivery.

14. The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons she is responsible for, or comes into contact with.