

**Jesmond Park Academy  
Job Description**

**Post Title** VLE, MIS and Data Administration Support Assistant A4460

**Responsible to** E-Learning and Communications Systems Manager

**Evaluation** 407 points **Grade** N4

**Job Purpose** Provide comprehensive administration support to the MIS officer, E-Learning and Communications Systems Manager and Examinations Officer and assist in the maintenance and development of materials for the academy's electronic communication channels.

**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 MIS assessment module.
2. To maintain the academy's training database.
3. To assist in the preparation of reports through the academy's MIS and other software packages such as EXCEL.
4. To assist in the data teams analysis, checking and preparation of assessment data.
5. To assist in the maintenance of the academy's VLE and Internet presence through the uploading of web articles, blogs and departmental pages.
6. To assist with the creation and printing of student grade cards.
7. To assist with the production and provision of data for staff in a format relevant to requirement and audience.
8. To assist in the maintenance of the academy's LCD screens and their content through timely publication and removal of materials.
9. To assist with the quality assurance of data including completion checks.
10. To assist in the development, construction and delivery of original content, including graphics and movies, via the academy's electronic communication channels.

11. To appropriately use and adhere to the latest web techniques, styles and Standards.
12. To manage the room resource booking process
13. To attend and minute meetings as required.
14. To promote and implement the Academy's/Council's Equality Policy in all aspects of employment and service delivery.
15. 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.