

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Data, MIS, Exams and VLE Administration Support Assistant</b>
<b>LOCATION/BASED:</b>	<b>Jesmond Park Academy</b>
<b>GRADE:</b>	<b>N4</b>
<b>RESPONSIBLE TO:</b>	<b>Examination, Performance Data and Compliance Manager</b>
<b>CORE PURPOSE:</b>	Provide comprehensive administration support to the MIS officer, E-Learning and Communications Systems Manager and the Examination, Performance Data and Compliance Manager and assist in the maintenance and development of materials for the academy's electronic communication channels.

### **MAIN DUTIES & KEY RESPONSIBILITIES**

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.

## GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

## OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

## PERSON SPECIFICATION

**POST TITLE: Data, MIS, Exams and VLE Administration Support Assistant**

<b>SKILLS, KNOWLEDGE AND APTITUDES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Awareness of job role in I.T. environment	✓	
Excellent ICT and keyboard skills including the use of Microsoft applications (specifically Microsoft Excel)	✓	
Good numeracy and literacy skills	✓	
Basic Health & Safety awareness	✓	
Knowledge of SIMS		✓
<b>QUALIFICATIONS AND TRAINING</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
4 GCSE grade C (or equivalent) including Maths and English Language	✓	
Willing to develop skills by undertaking further training as required	✓	
<b>EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Previous experience of working in a school setting		✓
Experience of administrative and clerical duties in a school or office environment	✓	
Experience of using ICT	✓	
<b>PERSONAL QUALITIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Good written and verbal communication skills	✓	
Able to interpret and follow written and oral instructions	✓	
Ability to be flexible within ever changing work priorities	✓	
Ability to plan and prioritise allocated tasks within prescribed timescales	✓	
Able to work as part of a team and on own initiative where appropriate	✓	
Commitment to continuous professional development	✓	
A commitment to child protection and safeguarding.	✓	
<b>SPECIAL REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving license and access to a car during working hours.		✓

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*The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.*