

PURBROOK PARK SCHOOL - JOB DESCRIPTION
SUPPORT STAFF



**Purbrook Park School – Job Description
Administrative Officer (Data Manager)
Grade D**

Job Title: Administrative Officer

Responsible to: Finance Manager

GENERAL DUTIES

1. Produce original and complex correspondence
2. Operational responsibility for the management of the Schools Information and Management System (SIMS)
3. To gather pupil information (personal records, academic progress, attendance) and enter on SIMS systems to generate reports, produce returns and other outcomes
4. To produce timetables for new pupils starting and
5. To monitor attendance registers for internal and external school purposes
6. To enter information relating to staff in the school to ensure the effective deployment of staff and the maintenance and production of appropriate records
7. To design, prepare and present reports and statistical analysis for internal comparisons and external returns eg exam results, attendance levels, liaising with school staff and other schools where appropriate
8. Decide output frequency and timing of reports/returns
9. Contributes to efficient operation in a wider, administrative role , of the school office
10. Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
11. 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.

PURBROOK PARK SCHOOL - JOB DESCRIPTION SUPPORT STAFF



OTHER DUTIES

Carry out any other duties as directed by the Senior Administrative team commensurate with the general level of responsibility of the post.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Paul Foxley
19 June 2018