



Kelmscott School

"Putting Learning First"

KELMSCOTT SCHOOL JOB DESCRIPTION

Post: **Data Assistant Apprentice & Office Administrator**

Hours: **36 per week with 6 hours dedicated to study time**

Salary: **£11.95 per hour**

Responsible to: **Data & Administration Manager**

Contract type: **Fixed term for 15 months**

Job Purpose

- To gain valuable skills, knowledge and experience as you complete a Level 3 Data Literacy Apprenticeship
- To provide a professional, efficient and welcoming customer service experience for all visitors, staff and students.
- To provide effective and timely school administration

Aim of Post

- Working collaboratively with the school administration team to ensure efficiency, whilst advancing your skillset
- To ensure staff and students are kept safe by following appropriate safeguarding and behaviour guidelines

Duties & Responsibilities

1. Process tasks relating to student data including inputting, creating, or amending data
2. Proactively seek to improve the quality and consistency of data used and distributed by the school
3. Run reports relating to behaviour, attendance and distribute to relevant staff
4. Keep up to date with all school activities and staff to ensure enquiries are dealt with accurately and efficiently and/or forwarded correctly.
5. Answer the main school telephone line promptly, dealing with enquiries, taking accurate messages and passing them on promptly by the most appropriate method.
6. Undertake data entry or analysis tasks to assist the Data & Administration Manager

7. Welcome all visitors to the school, undertaking appropriate safeguarding checks and issuing relevant identification and guidelines in line with the school's procedure.
8. Distribute incoming mail, frank outgoing post ensuring it is ready for daily collection
9. Monitor the school's generic mailbox and forward or respond to emails as appropriate
10. Operate the entry systems for the main gate and reception area and arrange for IT or site support as necessary
11. Ensure all visitors and contractors sign in and issue appropriate passes in line with the school's Safeguarding Policy
12. Book transport for staff, children and visitors when required
13. Send parent texts and emails for whole school/year groups as directed
14. Undertake duties as directed under the school's lockdown, fire and emergency plans including fire warden duties
15. Send messages or items left at reception to students via student email
16. Undertake duties as directed under the school's procedures for late and absent students
17. Provide cover for other areas of the admin department as and when required
18. To support emergency evacuations for students and staff
19. To undertake basic first aid

General

1. The post-holder must carry out his or her duties with full regard to the School's Health and Safety, Equal Opportunities, GDPR and Safeguarding Policies.
2. The post-holder will participate in the school's performance management process and professional development opportunities.
3. The post-holder should have knowledge of and compliance with all school policies and procedures.
4. To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff and students adhere to school expectations.
5. The post-holder will perform any such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.
6. Be responsible to student behaviour and welfare in public places during break, lunch, change of lesson and at the beginning and end of the school day.
7. Participate in professional development opportunities and demonstrate a willingness to develop additional skills and expertise.
8. Keep up to date with current educational developments and legislation affecting your area of expertise.
9. To respect the confidential nature of information relating to the school, students and customers.
10. Treat students, parents and colleagues fairly, equitably and with dignity and respect.

This job description is subject to regular review and can be amended in line with the pay grade.

Office Administrator & Data Assistant Apprentice

Person Specification

1. Experience

- a) Evidence that a range of activities has been undertaken relevant to job description.
- b) Undertaking a complex and demanding workload
- c) Evidence of being able to use own initiative and work unsupervised.
- d) Knowledge of the operation and administration of student and customer services

2. Education and Training

- a) Training in SIMs, Microsoft Office and Google products
- b) Appropriate qualifications to include GCSE/RSA/City and Guilds/BTEC/NVQ or suitable alternatives.
- c) Willingness to undertake training in relation to the post.

3. Skills

- a) Excellent organisational ability.
- b) Excellent communication skills (oral and written).
- c) Excellent inter-personal skills on telephone and face to face with adults and students.
- d) Able to organise and prioritise own work.
- e) Able to work as part of a team and lead teams when required.
- f) Able to maintain confidentiality.
- g) Able to learn new skills and routines.
- h) Computer-literate across a range of software.
- i) Able to be innovative in finding solutions to problems.
- j) Able to negotiate effectively at all levels.

11. Personal Qualities

- a) Good attendance and punctuality.
- b) Hard working, flexible and reliable.
- c) Honesty and integrity
- d) Initiative.
- e) Good personal presentation.
- f) Able to cope under pressure/deal with stressful situations.
- g) A genuine commitment to and liking for young people, and high expectations for their progress and welfare.
- h) A desire to be involved in the life of the school generally.
- i) A commitment and willingness to continue one's own professional development and that of colleagues.
- j) An understanding of and a commitment to the promotion of equality of opportunity in all aspects of school life.

5. Safeguarding

A demonstrable commitment to ensuring young people stay safe, an understanding of good practice in relation to this and the implications for this post.