

Description	
Admin and Data Officer	
Responsible to the School Business Manager and Headteacher	
Grade: Band 5	
Administration, Organisation and Communication	<ul style="list-style-type: none"> <li>• Be responsible for the bookings for the enhanced provision and liaise with its users and the school.</li> <li>• Undertake reception duties, answering routine telephone and face to face enquiries and signing in of visitors.</li> <li>• Be responsible for any administration of the enhanced provision and routine clerical support.</li> <li>• Undertake typing, word processing and other IT based tasks.</li> <li>• Sort and distribute mail.</li> <li>• Support the general administration of the school by carrying out general administrative tasks as required.</li> </ul>
Finance/Local Management	<ul style="list-style-type: none"> <li>• Support the school finance and business manager in checking orders.</li> </ul>
Management of Information	<ul style="list-style-type: none"> <li>• Be responsible for the maintenance of accurate data relating to referrals, admissions, attainment and attendance for pupils at the enhanced provision.</li> <li>• Enter, maintain and update statistical electronic assessment data and statutory returns.</li> <li>• Oversee the implementation of any new developments relating to pupil data and support other staff members in its use.</li> </ul>
Responsibilities to the school and the enhanced provision	<ul style="list-style-type: none"> <li>• Contribute to the overall ethos, work and aims of the school</li> <li>• Appreciate and support the roles of other professionals</li> <li>• Attend relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Be flexible in working arrangements and be willing to take on additional responsibilities as required.</li> </ul>
Effective communication and engagement with children, young people and their families and carers	<ul style="list-style-type: none"> <li>• This includes establishing rapport and respectful, trusting relationships and communicating effectively with children, young people, their families and carers.</li> <li>• Be aware of the different ways of communicating.</li> </ul>
Child and young person development	<ul style="list-style-type: none"> <li>• Know how to obtain support and report concerns</li> <li>• Highlight additional training and supervision needs to build on your skills and knowledge.</li> </ul>
Safeguarding and promoting	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role</li> </ul>

the welfare of the child	<ul style="list-style-type: none"> <li>• Understand that different confidentiality procedures may apply in different contexts</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent legislation.</li> </ul>
Supporting transitions	<ul style="list-style-type: none"> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>
Multi agency working	<ul style="list-style-type: none"> <li>• Know the value and expertise you bring to a team and that brought by your colleagues.</li> <li>• Know how to work within your own and other organisational values, beliefs and cultures.</li> </ul>
Sharing information	<ul style="list-style-type: none"> <li>• Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data) and appreciate the implications of those differences</li> <li>• Attend staff meetings, training days and management team meetings by agreement with the Headteacher.</li> <li>• Know how to share information – in writing, by telephone, electronically and in person.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>• Develop own and team member's understanding of equality issues.</li> </ul>
<p>Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.</p> <p>In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.</p>	
<p><b>Equal Opportunities</b></p> <p>North Yorkshire County Council supports the principle of equality of opportunity in employment and has a clearly stated policy for Equalities and a copy can be downloaded from <a href="http://www.northyorks.gov.uk">www.northyorks.gov.uk</a> Your school will have its own policies adapted from the County Council's Policy.</p>	

**PERSON SPECIFICATION****JOB TITLE:** Administrative/Clerical role**GRADE:** Band 5 (scp 12-16)

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
<b>Qualifications &amp; Training</b>  Minimum 4 GCSE (A-C) (English Language essential) or equivalent, e.g. literacy and numeracy assessment (see back of manual for further information)  CLAIT Plus, ECDL or Level 2 Word Processing  Appropriate first aid training <i>(First Aid at work)</i>	X	X   X	2 & 5   2 & 5  2 & 5
<b>Experience</b>  Clerical or administration experience  Cash handling experience	X	X	2 & 4  2 & 4
<b>Skills &amp; Knowledge</b>  Computer literate  Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, children, young people, their families and carers.  Budget management skills  Problem solving skills  Judgmental skills  Literacy and Numeracy Skills	X  X  X  X  X	X	2 & 3  2 & 4  2 & 4  2, 3 & 4  2 & 4  2, 3 & 4

<b>Personal Qualities</b>			
Attention to detail, neatness and accuracy	X		2 & 4
Organisational skills	X		2 & 4
Ability to work as part of a team	X		2 & 4
Confidentiality	X		2 & 4
Ability to work to deadlines and prioritise own workload	X		2 & 4
<b>Other Requirements</b>			
To be committed to the school's policies and ethos	X		2 & 4
To be committed to Continual Professional Development.	X		2 & 4
Motivation to work with children and young people.	X		2 & 4
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X		2 & 4
<b>Equal opportunities</b>			
To assist in ensuring that NYCC's equalities policies are considered within the school's working practices in terms of both employment and service delivery	X		2 & 4

**Assessment:**

1. Test prior to shortlisting (i.e. all applicants)
2. From application form
3. Test after shortlisting
4. Probing at interview
5. Documentary Evidence
6. OTHER (Please specify)

