

# Job Description



**POST: Senior Administration and Data Assistant**

**Grade F: £29,540 to £32,061 per annum**

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

## **Core Purpose**

The Senior Administrative Assistant plays a key role in the effective running of the school office and school MIS (management information system), with specific responsibility on one day each week for arranging staff cover for lessons and duties. The post holder will also support Sixth Form administration and be involved in the transition process for new students.

This role requires excellent organisational skills, discretion, and the ability to work calmly under pressure in a busy school environment. You will provide administrative support in the main office and cover during the school holiday periods.

## **Hours of Work:**

37 Hours per week (as outlined below), with flexibility required to adjust hours accordingly in order to provide cover for staff absence, including working until 5:00pm when necessary

- Monday, Tuesday & Thursday 8.30 - 4.30
  - Wednesday: 7.15-3.15
  - Friday: 8.30 - 4.00 on Fridays
- All year round (Annual leave to be taken during school holidays)

**Responsible to:** Administration Manager

## **Responsibilities**

### **1. Cover Management:**

- a. Maintain accurate records of staff absence and cover arrangements.
- b. Communicate cover information clearly and promptly to relevant staff.
- c. Coordinate daily staff cover for lessons and duties, ensuring minimal disruption to learning.
- d. Liaise with Senior Leaders, Heads of Department, and teaching staff regarding absences and cover requirements.
- e. Contact and manage supply agencies to secure suitable staff when required.

### **2. MIS, Timetabling & Rooming support**

- a. Work with the Data manager on new year and year-end procedures in our MIS
- b. Oversee the pupil portal (My Child at School)

- c. Oversee the annual assignment and maintenance of marksheets within the MIS
  - d. Oversee our room booking system (e.g. for IT rooms) and parents evening booking system
  - e. Oversee rooming changes to accommodate events, examinations or other timetable changes/adjustments.
  - f. Oversee adjustments to pupil timetables (e.g. for intervention, post-16 subject changes or supervised study)
- 3. Transition and Admissions Support:**
- a. Work with the Year 7 & 12 transition co-ordinators to organise the transition process for pupils.
  - b. Assist with administration arrangements for induction events, open evenings, and transition days.
  - c. Manage pupil information in preparation for intake, ensuring records are accurate and complete.
  - d. Liaise with primary schools, parents/carers, and internal staff to ensure a smooth in-year admissions, leavers and transition process.
- 4. Sixth Form Administration:**
- a. Provide general administrative support for the Sixth Form team.
  - b. Monitor and record Sixth Form attendance and send out first day absence messages in line with school procedures.
  - c. Support with publications including the course guide and prospectus.
  - d. Liaise with external applicants and respond to enquiries regarding Sixth Form enrolment.
  - e. Support with the arrangements for the Year 11 Support & Guidance appointments.
  - f. Assist with the planning of the Y11 Induction Day.
  - g. Provide administrative support for the Year 12 and Year 13 Parents' Evenings, including liaising with the Data Manager to set up Parents Evening booking system.
  - h. Oversee the administration of Sixth Form bursary payments.
- 5. Provide high quality administrative support:**
- a. Act as a senior point of contact within the school office, providing guidance to colleagues where appropriate.
  - b. Support the wider administrative team during busy periods.
  - c. Handle sensitive information confidentially and in line with GDPR and safeguarding procedures.
  - d. Assist with other administrative tasks as required by the Admin Manager or members of the wider Leadership Team.
  - e. Provide cover for school reception as required during the holiday periods.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

To carry out any reasonable request made by the Headteacher or line manager.

No job description can be fully comprehensive and is therefore subject to review and modification as necessary.

Signed ..... (Post holder)

Date.....