

**Job Description**

<b>Role Title</b>	<b>Typically reports to</b>	
SIMS Administrator	School Business Manager / Headteacher	
<b>JE Code</b>	<b>Grade</b>	<b>Date of profile</b>
AT1	5	June 2021

**Purpose of the role (job statement)**  
Under the direction/instruction of senior staff: provide expert SIMS administration, clerical and financial support to the school.

**Main Duties:-**

- acting as lead SIMS administrator, maintaining manual and computerised school records/management information systems, including accurate completion of statutory returns such as the JSCHS Census
- deputising for absent colleagues (including reception cover) as part of the office team
- communicating and liaising effectively with staff, students, parents, feeder schools and other external agencies as required
- assisting with pupil first aid/welfare duties where required
- setting up of pre admission files for Year 7 intake
- providing administrative support with timetabling to the Assistant Headteacher
- providing administrative support to the Exams Officer as required
- producing reports and responding to requests for school data, including designing reports within SIMS
- contributing to the successful delivery of all administration tasks as required
- ensuring all pupil information is accurate and up to date
- preparing correspondence and whole school mailings as required
- updating pupil timetable information on SIMS
- attending SIMS workshops
- providing hospitality when requested by senior staff
- recording staff sickness on BMS
- electronic reporting of accidents on Airsweb
- responsible for school correspondence such as letters home and sending text messages
- uploading, importing and exporting school transfers via the DfE Secure Site
- coordinating of information and assisting in the compilation of the SEN / Pupil Premium profiles on SIMS
- contributing to the management of the school email system, responding and referring correspondence to the correct person
- Providing general confidential secretarial support to the Headteacher, SLT and other staff, including teacher's administrative tasks as required
- prioritising workload to ensure completion of tasks to specific deadlines
- provide general clerical/administrative support e.g typing, photocopying, filing, scanning of reports, complete standard forms and respond to routine correspondence
- sort and distribute mail as required
- upholding the professional ethos of all John Spence communications, being aware of the sensitivity and confidential nature of the information and ensuring confidentiality at all times.

**General Expectations and Responsibilities**

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety

and security, confidentiality and data protection (including safe disposal of confidential waste), reporting all concerns to an appropriate person

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- Participate in training and other learning activities and performance development, as required
- recognise own strengths and areas of expertise and use these to advise and support others

**Person Specification: Inclusion Administrator AT1**

Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
<b>Skills Knowledge Aptitudes</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of SIMS</li> <li>• Full working knowledge of ICT</li> <li>• Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team: understanding school roles and responsibilities and your own position within these</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Appropriate knowledge of first aid/willing to train for relevant qualification</li> </ul>	E E E  E E  E E	AI AI AI  AI AI  AI AI
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Current level 2 in English and Maths or equivalent <u>and</u> experience in relevant discipline/job role</li> <li>• NVQ 2 Business Administration (or equivalent)</li> <li>• First aid trained (or willing to be trained)</li> </ul>	E  E D	A  A A
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of development, management and operation of school administrative systems</li> <li>• Experience of working in a busy office</li> <li>• Reception experience</li> </ul>	E  E D	AI  AI AI
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills at all levels</li> <li>• Ability to respect and maintain confidentiality</li> <li>• Ability to relate to students in a pleasant manner</li> <li>• Have a professional manner and excellent telephone manner</li> <li>• Be organised and be able to manage own work load</li> <li>• Recognise potential child safeguarding issues</li> <li>• Friendly and welcoming disposition</li> </ul>	E E E E E E E	AI AI AI AI AI AI AI

**Conditions of Service**

National Joint Council

Signature of post holder \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of headteacher \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff. This job description may be reviewed at the end of an academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.