

St. Leonard's Catholic School

Job Description

Administrative Assistant (Data + Finance)

Job Title	Administrative Assistant (Data + Finance)
Grade	Grade 5
Hours of Duty	37 hours per week, including 30 minute lunch break 8.30 – 4.30 Monday – Thursday 8.00 – 4.00 Friday
Postholder	
Contract Status	Permanent – Term Time Only
Responsible to:	<ul style="list-style-type: none">• Responsible to the Head Teacher and the Deputy Head Teacher
Principal Function	<ul style="list-style-type: none">• To prepare data required by the School for external and internal use.• To prepare, collate and print Reports and Interim Reports for pupils.• To set up templates and Mark Sheets within Assessment Manager.• To arrange payment of 16-19 Bursary and maintain all 16-19 Bursary records.• To support with some finance processes in the school.• To ensure that the duties undertaken operate as an effective, efficient and professional administrative service.• To maintain the ethos of the school community.• To contribute to the safeguarding and promotion of the welfare and personal care of children and young people.• The role and systems may develop with the passage of time and therefore requires an ability to adapt to any new innovations in response to the changing environment.
Main Areas of Responsibility:	<ul style="list-style-type: none">• Provide efficient administration of the wide range of data as supplied to, and used by, the School.• Prepare electronic systems for staff to input pupil assessment data.• Provide data, as requested by teaching staff and SLT in a format that is easily accessible.• Publish and collate pupil reports in preparation for distribution to parents.• To contribute to finance processing as required by the finance manager.
Health and Safety	<ul style="list-style-type: none">• Be aware of the responsibility for personal Health, Safety and

	<p>Welfare and that of others who may be affected by your actions or inactions.</p> <ul style="list-style-type: none"> • Co-operate with the employer on all issues to do with Health, Safety and Welfare.
Continuing Professional Development	<ul style="list-style-type: none"> • In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to the procedures on administering pupil data records and attend training to support improvements and efficiency and effectiveness of data management. • Undertake any necessary professional development taking full advantage of any relevant training and development available, e.g. courses on the use of the School's current data system and those that investigate new initiatives for use of data. • Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.
Additional Duties for this Post	<ul style="list-style-type: none"> • To be in charge of 16-19 Bursary payments for Year 12 and Year 13 students. • To produce Year 9 Options booklet. • To check attendances of those students claiming 16-19 Bursary. • To send public examination results to contributory schools and parishes. • To maintain Procedures File.
<p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the postholder's professional responsibilities and duties.</p> <p>Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the incumbent of the post.</p>	

Signed:

Date: