**Job Description**



|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | **Data Administrative Assistant Level 1** | Directorate | Children’s Services |
|  |  |  |  |
| Post Number | AC1 | Division | Dormston School |
|  |  |  |  |
| Grade | 2 | Salary | SCP 3 | Section | Admin Support Team |
|  |  |  |  |

|  |  |
| --- | --- |
| Reports To | Data Manager |

|  |
| --- |
| **Purpose of the Job** |
|  |
| To support the admin team with running of ParentPay system and, maintain data of staff and pupils as well as coordinating the annual review of pupil data to ensure records held are up-to-date and provide administrative support for the transitions and admissions process |

|  |
| --- |
| **Key Accountabilities** |
|  |
| **Specific Accountabilities****Main Activities e.g.*** Managing the ParentPay system for all income coming in to the school from students e.g trips/dinner money
* Set up trips and other payment items on ParentPay as and when required.
* Prepare bar coded letters to enable Paypoint payments.
* Monitor income and report to trip leaders/designated staff members.
* General administrative tasks to support the running of trips.
* Complete year end procedures
* The ordering, recording and issuing of e-vouchers
* Provide administrative support for the transitions and admissions process.
* Use of schools software systems to support data entry and monitoring, database building
* Monitor data and ensure deadlines are adhered to and that all information is provided.
* Assist with Parents' Evening events including the preparation of letters, setting up the event on our booking system and assist with parental queries.
* Help produce reports as and when requested by staff
* Maintain data of staff and pupils records as well as co-ordinating the annual review of pupil data to ensure records held are up-to-date.
* Assist with moving pupil sets as and when needed.
* Providing first aid support

**Support for the School*** General administration tasks including mail merge, drafting letters, reports, labels and taking telephone queries.
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
* Co-ordination, collation and submission of information and documentation as necessary
* Contribute to the overall ethos/work/aims of the school.
* Participate in training, other learning activities and performance development as required
* Any other duties commensurate with the duties/responsibilities/grade of the post.
 |

|  |
| --- |
| **Flexibility**All staff are expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of section, division, directorate and council aims, and effective team working.**Special Conditions****Dormston School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  All posts within the school will require Enhanced DBS Clearance, ID and Qualification Checks.** |
|  |  |
| Special Conditions | This post is subject to Enhanced DBS. |
|  |  |
| Car Allowance | N/A |
|  |  |
| Prepared By(Section/Mgr) | Mrs Philippa Gamble |
|  |  |
| Review Date | February 2020 |