



Eltham Hill  
SCHOOL

<b>JOB TITLE:</b>	<b>Data, Assessment and Administration Assistant</b>
<b>LOCATION:</b>	Eltham Hill
<b>SALARY SCALE:</b>	Scale 4
<b>HOURS:</b>	35 hours per week, Monday to Friday, term time only (39 weeks)
<b>PURPOSE</b>	<ul style="list-style-type: none"> <li>• To use the Data and Management Information System (SIMS) effectively to collect, collate and update data to ensure staff and parents receive accurate reports.</li> <li>• To assist with the Options process for Year 8 to ensure students and parents are well supported through the process.</li> <li>• To lead on class chart communication between parents and the school and to provide reports to leaders when required.</li> <li>• To assist with year group testing at KS3 as well as internal and public exams taking place throughout the year.</li> <li>• To lead on UCAS administration for the Sixth Form</li> <li>• To assist with general Sixth Form administrative duties</li> </ul>
<b>LINE MANAGEMENT:</b>	n/a
<b>REPORTING TO:</b>	Data Assessment and Reporting Manager
<b>MAIN RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>• To input data onto the Reporting System</li> <li>• To create and update marksheets for staff throughout the school year.</li> <li>• To ensure all staff have entered reporting data onto SIMS</li> <li>• To setup and update targets for all Year groups</li> <li>• To analyse data and produce reports using SIMS ; 4 matrix and ALPs.</li> <li>• To have extensive knowledge of, and be able to produce spreadsheets for a variety of staff, using excel.</li> <li>• To collect and collate primary to secondary data e.g. SATS or SixintoSeven liaising with the Royal Greenwich Borough and Primary schools</li> <li>• To process and distribute academic reports to parents using SIMS</li> <li>• To update and provide student timetables to tutors and students</li> <li>• To work closely with relevant members of staff (including attendance) dealing with in-year admissions creating new timetables</li> <li>• To set up, update and report on Year 11 Interventions on SIMS</li> <li>• To update and monitor the size of Year 11 support classes</li> <li>• To liaise with and report to Assistant Headteacher for Behaviour providing analysis for student merits</li> <li>• To produce students' merits reports to be incorporated into the school newsletter</li> <li>• To setup Online Options for Year 8 students and monitor students' progress to ensure they meet the deadline.</li> <li>• To offer training sessions for Form groups on how to use Options Online</li> <li>• To liaise with parents and students with Online Options difficulties.</li> </ul>	



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- To create and distribute class charts codes to both students and parents to enable online learning
- To update class charts yearly ensuring all the fields are updated from SIMS
- To run class chart reports for HOYs/Year Leaders and Leadership as and when requested
- To liaise with and provide support to staff on classcharts.
- To liaise with the Assessment & Reporting Manager to assist with organising and running CAT/Reading/Spelling tests at least once during the academic year .
- To assist the Exams Officer in the setting up and running of both internal and external exams throughout the academic year.
- To liaise with KS3 Leader , HOY and SEND regarding casual admissions to ensure that CATs, reading age and Spelling age are completed for KS3 students and the data added to SIMS.
- To attend data and assessment meetings as timetabled
- To keep up to date with the developments in SIMS assessment manager, implementing changes as necessary.
- To attend training necessary to maintain and develop the School's assessment and reporting system.
- To be the administrative lead for the UCAS process for the Sixth Form and assist with supporting students through the process
- To report on UCAS progress and offers
- To carry out general administrative duties related to Sixth Form students, admissions, reports and progress.
- To liaise with the Sixth Form team to assist with the every-day running of the Sixth Form

Reviewed By:	Noelle O'Kelly/Rebecca Crean	Date:	September 2021
Approved By:	Erika Podmore	Date:	September 2021



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## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>		
Good standard of general education	✓	
<b>Knowledge/ Experience</b>		
An understanding of educational data requirements relating to progress and attainment of all pupils	✓	
Knowledge of SIMS	✓	
Knowledge of Assessment Manager		✓
Knowledge of Course Manager		✓
Extensive previous spreadsheet experience including lookup tables	✓	
Experience of working under pressure in a busy office environment	✓	
Excellent computer skills and proven ability to use a range of packages	✓	
<b>Skills</b>		
<b>Personal</b>		
Strong communication skills , written, spoken and email	✓	
Good organizational skills and capable of working efficiently	✓	
Ability to work to deadlines	✓	
Ability to work on own initiative as well as interact as part of a small team	✓	
Good time management and ability to prioritise	✓	
Friendly and professional manner	✓	
Proven reliability and commitment	✓	
Able to be flexible and adaptable and communicate well with the whole school community	✓	
Quick and enthusiastic learner	✓	
Ability to handle confidential and sensitive information appropriately with discretion and diplomacy		
<b>IT Skills</b>		
Fully competent in the use of		
Microsoft Word	✓	
Mircosoft Excel	✓	
Willingness to learn how to use SIMS		✓
Willingness to learn how to use Assessment Manager		✓