

HORSFORTH SCHOOL

JOB DESCRIPTION

Job Title: Business Administrator and Data Apprentice

Responsible to: Deputy Headteacher

Pay Band: £346.32 per week

Hours: Full time, term time

Main role:

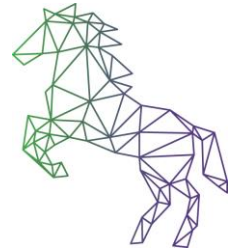
To complete an 18 month Business Administrator and Data Apprenticeship on site and in pre-arranged blocks of time at college in Leeds. Working under the direction/instruction of the Deputy Headteacher and providing a range of administrative duties to support the School.

Main duties will consist of:

1. Use of multiple IT packages.
2. Input and collection of school data.
3. Reporting of data.
4. Quality assurance of data.
5. Supporting the school e-learning aims and activities.
6. Supporting the Examinations Officer in the organisation of exams.
7. Suggesting improvements to systems.
8. Suggesting school improvement ideas.
9. Analysing different IT packages in order to make recommendations for best choice.
10. Assisting the Examinations Officer with advising Invigilators and students regarding examination conduct.
11. Advising best route for data collection and reporting.
12. Understanding data protection and GDPR.
13. Analysing data and sense checking.
14. Communicating with external stakeholders, representing the school to parents, students, the public, Government and other external sources (this may be in person, in writing, by telephone or e-mail).
15. Developing constructive and co-operative working relationships with others, and maintaining these over time.
16. Promoting the school software packages.
17. Liaising with parents and staff on aspects of data collection.
18. Providing training and support on software to parents, staff and students.

Notes:

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.



- As part of the role you may be required to provide support in other areas of school.
- This job description is not a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the post-holder.

May 2021