

FAIRLANDS MIDDLE SCHOOL

JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT

- 1 **NAME:**
- 2 **POST:** Administrator, Pupil Records Office
13 hours per week Term time only
- 3 **GRADE:** SOM 15
- 4 **RELATIONSHIPS:**
 - 4.1 The postholder is responsible to the Deputy Headteacher in all matters.
 - 4.2 Oversight by Pupil Records Manager.
 - 4.3 Liaison on a professional basis with all colleagues, teaching and non-teaching.
- 5 **PURPOSE OF THE JOB:**
Carry out administrative duties associated with pupil assessment, recording, reporting.
- 6 **KEY TASKS:**
 - 6.1 Undertakes administrative tasks associated with all testing of pupils, including National Curriculum Tests.
 - 6.2 Responsible for inputting, collating and providing data and reports linked with pupil assessment (including partner schools).
 - 6.3 Maintains SIM's database including admissions and leavers, timetable, pupils personal and academic records.
 - 6.4 Administration and publication of pupils' annual reports to parents.
 - 6.5 Assists in the organisation of Parents' Evenings.
 - 6.6 Oversees the setting up and maintaining of Pupil Record folders.
 - 6.7 Provides secretarial support to the Assistant Heads and SEN Coordinator.
 - 6.8 Produces reports from SIMS.net and other SIMS applications.
 - 6.9 Produces termly Census data.
- 7 This job description does not define in detail all duties/responsibilities of the post, will be reviewed and may be subject to modification or amendment after consultation and agreement with the postholder.