

<p><b>Title</b> <b>Education and Department Data and Administration Officer Grade 3</b></p>	<p><b>Department</b> <b>Children Families and Cultural Services</b> <b>Clayfields House Secure Children's Home</b></p>	<p><b>Post Ref.</b></p>
<p><b>Job Purpose</b> The management and operation of all Education Department administration, examination entries, data handling and analysis.</p> <p><b>Working Times and Annual Leave (non-negotiable due to needs of the service)</b> 31.5 hours per week term time only for 39 weeks per year. Mondays, Tuesdays, Thursdays, Fridays (8.00am to 1.30pm) which includes 30 minute lunch break. On Wednesdays the hours are 8.00am to 5.30pm and you will receive a 1 hour lunch break .</p> <p>All annual leave must be taken during the education term time breaks only, note, these are slightly different to mainstream schools. The post holder will be required to administer examination results on the release day annually which is normally but not exclusively 23<sup>rd</sup> August.</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. To maintain a working knowledge of the work and complex issues which concern the Education Department and to demonstrate the ability to respond appropriately.</li> <li>2. To undertake a range of personal assistant duties for the senior education managers, including: liaising with other managers and outside agencies, taking messages, managing diary commitments, managing filing systems and setting up office procedures.</li> <li>3. To coordinate and facilitate education or other meetings, initiate agendas and provide minutes to a high level of complexity, demonstrating an understanding of the context.</li> <li>4. To manage examination entries, the examinations budget of approximately £15,000 annually, examination board liaison and examination result distribution within the centre.</li> <li>5. To order stationery and manage the Education and Department stationery budget of approximately £5,000.</li> <li>6. To word process reports, correspondence and other documentation, including confidential information on behalf of the Education Department and in relation to residents.</li> </ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. To deliver data handing and analysis to the required standard.</li> <li>2. To ensure administration is efficiently and effectively managed for the Education and Professional Services Departments.</li> <li>3. To deploy staff and resources efficiently, effectively and flexibly.</li> <li>4. Manage budgets efficiently and in line with the Council's procedures.</li> </ol>	

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| <ol style="list-style-type: none"><li>7. To establish and maintain manual and computerised systems and procedures, provide management information analysis weekly, monthly quarterly and annually in a wide variety of areas including; attendance, attainment and progress and interrogate departmental computer systems in connection with the work of the Education Department. This will include SIMS and other relevant software.</li><li>8. To amend the education timetable daily by 8.30am as required and seek timetable cover options.</li><li>9. To ensure the efficient storage and retrieval of information about residents in relations to the education work.</li><li>10. To ensure the efficient production of reports concerning the education work of residents.</li><li>11. To ensure the efficient production of data and data analysis reports concerning the education work of residents.</li><li>12. To ensure the efficient analysis and production of data regarding staff training within the centre.</li><li>13. To assist in the general clerical support to the Centre if required including photocopying services, document filing and mail receipt and distribution processes.</li><li>14. To ensure appropriate confidentiality and security of information including information technology as stipulated by the "Information Security Strategy" and relevant legislation.</li><li>15. In accordance with relevant legislation and codes of practice, to take reasonable care of own health and safety and that of other persons who may be affected by the performance of own duties.</li><li>16. To exercise proper care in handling, operating and safeguarding any equipment or appliances provided by the County Council for the postholder's individual or collective use in the performance of his/her duties.</li><li>17. To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally and change of a permanent nature shall be incorporated into the job description in specific terms.</li></ol> |  |
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**Person Specification**

**Education and Knowledge**

1. Good grades in Level 2 qualifications in English, Mathematics and ICT.
2. High level and current understanding of the uses of Information technology in the workplace.
3. High level knowledge of data analysis and presentation.
4. Excellent ICT, literacy, numeracy skills including statistical analysis.
5. Understanding of electronic management information systems and data bases e.g. SIMS.
6. Knowledge of education systems such as examination administration, RAISE On-line.
7. An understanding of customer care and equality issues.
8. Understanding of educational examination entry processes and administration.
9. Have an understanding of the boundaries of confidentiality and sensitivity to the need for confidentiality in all aspects of work.
10. High level knowledge of the Microsoft Office suite of programmes.

**Experience**

1. Experience of at least 3 years in a full range of administration tasks and data handling preferably in an educational setting including, data handling and statistical analysis, meetings, minute taking and preparation of reports.
2. Experience in organising and maintaining in-house record keeping systems
3. Experience of the Microsoft Office suite of programmes.
4. Experience of planning and monitoring budgets.
5. Experience of customer focused service delivery.

**Personal skills and general competencies**

1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.
2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
4. Ability to meet agreed objectives and delivery targets by the effective use of resources.
5. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness.
6. Ability to work under pressure in an environment which changes rapidly.
7. Ability to work within a secure environment and interact with vulnerable and challenging young people.
8. High level ICT skills with the Microsoft Office suite of programmes.
9. Ability to be accurate and concise in relation to the recording of information.
10. Ability to maintain and develop administrative systems.
11. Ability to understand and analyse data in a variety of ways for a variety of audiences including Ofsted.
12. Ability to work as part of a multi-disciplinary team.
13. Ability to use own initiative.
14. Ability to work under pressure and manage conflicting demands and manage own workload whilst resolving unexpected situations as they arise
15. Ability to take complex minutes and undertake follow up actions within required timescales.

	16. Flexible and adaptable attitude to work and change. 17. Effective planning and organisation skills 18. Ability to amend educational timetable and organise cover for staff absences. 19. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards. 20. Takes an active role in managing risk, health and safety and safeguarding issues.
<p><b><i>Role Dimensions</i></b></p> <ol style="list-style-type: none"> <li>1. Management and of at least 2 budgets approximately £20,000 in total liable to rise over time.</li> <li>2. Some elements of lone working in a secure area with locked doors every 8 meters or less, where young people experiencing severe emotional, social and behavioural difficulties are educated and live.</li> <li>3. Solely responsible for the administration, data collection and handing and some statistical analysis for the Education Department.</li> <li>4. Solely responsible as examinations officer for the centre.</li> <li>5. Responsible for daily education timetable adjustment's and cover arrangements.</li> </ol> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date 10.10.18.