**JOB DESCRIPTION**

**Title of Post:** Data Administration Apprentice  
**Status:** Full time – 36.5 hours per week, term time  
**Responsible to:** Learning and Data Support Officer  
**Salary:** Current Apprentice rate

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**JOB PURPOSE**

To assist the Data Manager and the Examinations/Data Officer with effective administration support.

**Apprenticeship scheme**

This role is an apprenticeship where the school will provide training for the successful candidate to achieve relevant qualifications in Business Administration. You will be required to report your progress to an assigned mentor.

The successful candidate will achieve the following qualifications by the end of their apprenticeship:  
NVQ Level 2 or Level 3 in Business Administration.

**Specific duties**

- To provide an efficient and effective administration support function to the Data/Exams team.  
- Handling sensitive and confidential information, including data entry.  
- Maintain manual and computerised records/management information systems (SIMS)  
- Undertake word processing tasks.  
- File/store/record data and information in line with procedures.  
- Administering and processing enquiries, referrals and other requests in line with procedures.  
- Use of various IT systems.  
- Working flexibly as part of a team.
Data and Reports

- Provide support to the Data Manager and Examinations/Data Officer.
- Support the Academy’s use of data systems (including SIMS and SISRA).
- Liaise with all teaching departments to ensure the timely communication of data and information.
- Undertake data checks as required.
- Print pupil progress reports for parents and prepare for distribution.
- Provide ICT skills and knowledge to support data management across the academy.
- Assist in the collection, processing, analyses and reporting of school data and information e.g. assessment and progress data.
- To set up systems for data collection and prepare documents for reporting and printing.

Examinations

- Assist in the effective timetabling of all internal and external examinations, including booking venues, seating, resolving clashes and creating the annual timetable for administration of all examinations and tests.
- Assist in preparing and submitting all examination entries to the relevant Boards.
- Assist in receiving, checking and distributing examination entry statements to students, making and submitting any amended entries to the Boards.
- Assist in the general administration of examination
- Communicate relevant data information to candidates, staff and management.

You will be regularly supervised and supported and will be expected to complete your qualification in the time specified (level 2/3 apprenticeship framework qualification).
20% of the full time working hours will be allocated specifically for your NVQ.

This Job Description is current at February 2019, and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Headteacher, are liable to variation to reflect any future changes required of this post.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

The successful candidate will be requested to apply for Enhanced Disclosure from the Disclosure and Barring Service (DBS), although a criminal record will not necessarily be a bar to obtaining the position.

Plantsbrook Learning Trust is committed to the highest standards in protecting and safeguarding the welfare of the children and young people entrusted to its care at all times.

Closing Date: Friday 15 March 2019
## PERSON SPECIFICATION

**Title of Post:** Data Administration Apprentice

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<th>Criteria</th>
<th>Essential</th>
<th>How Assessed</th>
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<tr>
<td><strong>Relevant Experience</strong></td>
<td>Good IT skills including the ability to use Microsoft packages e.g: Excel, Word and PowerPoint</td>
<td>AF/I/T</td>
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<td><strong>Professional Skills/Abilities</strong></td>
<td>Commitment to first class customer service and an ability to behave calmly in a courteous and appropriate manner at all times. The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post</td>
<td>AF/I, AF/I</td>
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<td><strong>Personal Skills</strong></td>
<td>Ability to work with staff at all levels and have good communication skills</td>
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<td>Understand the need for confidentiality when dealing with sensitive information</td>
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<td>Flexible and reliable</td>
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<td>Ability to work flexibly and cooperatively as part of a team under the direct of the Data Manager</td>
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<td>Confident, yet sensitive and discreet in dealing with visitors, parents and students</td>
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<td>Be optimistic, enthusiastic and generous of spirit</td>
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<td>A positive outlook, a blend of energy, warmth and humour</td>
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<td>Be committed to safeguarding and promoting the welfare of children and young people</td>
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<td><strong>Qualifications</strong></td>
<td>GCSE English and Maths or equivalent Numeracy and Literacy qualification</td>
<td>AF/I</td>
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<td><strong>Training</strong></td>
<td>Willingness to undertake Level 2 or Level 3 qualification as appropriate.</td>
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**Method of Assessment** – AF – Application Form, I – Interview, T – Test