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**ADMINISTRATIVE  
OFFICER  
ASSESSMENT & REPORTING**

**CONTENTS**

Job description

Person specification

Application procedure

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| **For: ADMINISTRATIVE OFFICER Start date: As soon as possible Salary: Grade B, Points 4-6 (£25,185-£25,989 FTE)** |
| In this role, the post holder will be responsible to the Assistant Headteacher (Systems, Data and Assessment and Reporting).  **Actual annual salary:** £15,254 - £15,741  **Hours:** 25 hours per week, Monday to Friday 8am until 1pm  **Working weeks:** 41 (term-time plus two weeks during the school holidays, majority of which to be worked during the last few weeks of summer break, around exam results days.  **Paid weeks:** 46.74 (includes holiday pay)  Further details about the school can be found on the school website:[**www.poolegrammar.com**](http://www.poolegrammar.com)  **The responsibilities of the postholder will include the following areas:** |
| **Health, safety and safeguarding** |
| The post holder must:   * fully abide by the school’s safeguarding policy; * fully abide by the staff code of conduct and any applicable health & safety, cyber-security and risk management policies. |
| **Main job purpose:** |
| The post holder must:   * Provide administrative support to the Assistant Headteacher – Data, Systems and Assessment throughout the year in relation to Assessment and Reporting, SIMS data administrative functions, enrolment processes, etc. * Support the operation of the school’s use of data and information in the provision of reporting to students, parents and other external agencies that require such information. * Take ownership of the development of practice in using assessment and reporting systems and related systems effectively, thereby raising the standards of achievement and performance for all members of the school community. |
| **Main responsibilities and duties:** |
| The post holder must:   * Provide a comprehensive administrative, clerical and secretarial service in a context that will require appropriate confidentiality. |

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| **Assessment and Reporting:** |
| The post holder must:   * Take responsibility for and manage the assessment and reporting components of the school management information system (SIMS Assessment Manager module). * Prepare assessment and reporting components such as aspects, result sets and templates, to facilitate staff data input and retrieval as guided by the Assistant Headteacher responsible for Assessment and Reporting. * Use the assessment and reporting components of the school management information system to deliver useful and meaningful data to SLT, Heads of Department and Subject Leads, and Heads of Year. * Oversee assessment point processes, monitor completion, advise SLT of issues and review processes regularly. * Support middle and senior leaders with regular quality assurance of student achievement data. * Develop and distribute up-to-date individual student reports after each data collection in line with the published assessment and reporting calendar. * Secure a good working knowledge of SISRA analytics and, by doing so, ensure that progress data is loaded into SISRA in a timely fashion to support the effective use of student data to support progress reviews with the support of the Data Manager, * Contribute to the development of policy related to the assessment and reporting calendar and processes. * Take responsibility for the administration of the Parents’ Evening booking system, and work with the Sixth Form Administrator and Main School Administrator to deliver Parents’ Evenings. * Manage and maintain Intouch templates for communications related to Assessment & Reporting functions. |
| **SIMS Administration responsibilities** |
| The post holder must:   * Work with and assist the Exams Officer, Data Manager and Sixth Form Administrator as required from time-to-time. * Manage room change processes. * Administer the Behaviour Management module of SIMS (for example, creating detentions, administering behaviour and achievement types and ensuring that records of incidents are recorded correctly in line with school policy) * Act as first point of contact for staff with SIMS queries, directing staff as appropriate . * Monitoring Intouch messages in SIMS and managing the inbox, dealing with any failures to ensure that parents continue to receive communications from the school. * Work with Assistant Headteacher to deliver SIMS NextGen. * Manage accounts and logins for SIMS Parent and SIMS Student and supporting parents and students with their access. * Assist with the preparation of course manager data for Autumn census. |
| **Other administration responsibilities** |
| Assist the Assistant Headteacher with functions related to:   * Options processes * Enrolment processes * Course management and post-16 programmes of study related to census preparation * Any other duty applicable to this grade * Supporting the wider admin team when required during quieter periods by undertaking general administrative duties as directed by the Office Manager. |

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| **Knowledge and skills:** |
| * Ability to undertake work concerning more involved tasks confined to one function area or activity, which requires a good standard of practical knowledge and skills in that area of activity. * Good level of knowledge of computer applications including Word, Excel and SIMS or the ability to learn such specific systems. * Creativity is a feature of the job but exercised within the general framework of recognised procedures regarding the national curriculum, admissions code and other external constraints. * You may need to undertake appropriate training in line with identified needs derived from participating in the school’s appraisal and employee development procedures. |
| **Creativity and innovation:** |
| * At busy times, the post holder must be able to prioritise their workload. * The post holder may be required to create spreadsheets, documents and presentations for word processing and data entry/analysis purposes. * Creativity is a feature of the job but to be exercised within the general framework of recognised procedures. |
| **Contacts and relationships:** |
| * Daily contact with staff, pupils, parents and visitors to the school. * Telephone contact with external agencies such as health professionals or other service providers. * Contacts and relationships are generally not contentious, but outcomes may not be straightforward and may involve identifying details of service need, assessment and initiating action to provide assistance. |
| **Decisions:** |
| * Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives. |
| **Resources:** |
| * The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data. |
| **Work environment:** |
| * Work subject to interruptions to the programme of tasks but not involving any significant change to the programme. * Work requiring normal physical effort and is performed in a heated, lit and ventilated indoor environment. |
| **General:** |
| This job description is specific to the post of Administrative Officer. This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the job title. |
| **Prepared by: Nathan Chase, Assistant Headteacher**  **Date: October 2025** |

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| **Experience** |
| * Working in an education setting * General clerical and administration experience |
| **Qualifications** |
| * Five GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience |
| **Aptitudes and abilities:** |
| * Computer literacy * High level of accuracy and attention to detail * Good keyboard skills * Ability to assimilate information * Good organisational and communication skills * Ability to work under own initiative * Excellent customer care skills * Ability to handle confidential information with discretion |
| **Knowledge:** |
| * Ability to use office technology and telephone system * Knowledge of Microsoft Office (including Outlook, Word and Excel) * Competent in data entry/analysis and reporting requirements * Knowledge of Child Safeguarding procedures * Knowledge of SIMS |
| **Personal attributes and qualities** |
| * Self-motivated * Team player * Good interpersonal skills * Sense of humour * Ability to manage and prioritise a busy workload * Willingness to undertake a variety of administrative tasks with accuracy * Commitment to Equal Opportunities * Enhanced DBS |
| A full NQT induction process is available from a very experienced department which is committed to teacher training at all levels.  **Katie Etheridge, Headteacher**  **October 2025** |

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| **What you need to do** |
| Please visit [www.poolegrammar.com/work-for-us](http://www.poolegrammar.com/work-for-us) and complete the online application form.  Once submitted, you will receive an acknowledgement email.  CVs will be accepted in addition to the above but will not be accepted on their own.  Online application forms are preferred but a PDF and word version of the application form is available to download from our website. This can be emailed to the HR Department at [pgshrdept@poolegrammar.com](mailto:pgshrdept@poolegrammar.com)  Please note, if you use the PDF application form and are using an Apple Mac, please make sure that this is not completed in preview mode as it will not save correctly.  If you have any questions regarding the application process or have not received your acknowledgment email, please contact the HR Department. |
| **Dates** |
| Closing date for applications: **2nd November 2025**  Interviews: week commencing: **3rd November 2025** |
| **Safeguarding and equal opportunities** |
| Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.  We look forward to receiving your application.  With thanks,  **Katie Etheridge, Headteacher**  **16 October 2025** |