

JOHN TAYLOR MULTI ACADEMY TRUST

John Taylor Free School				
Job Number	Post Title	Grade	Points	Date
AA7030	Reception & Data Assistant	Grade 3 0.5 FTE Term Time Only	344 NJC	June 2012

Statement of Purpose

To support the management of data for the school and provide an effective and efficient reception service to the school.

Support for Data Management

- Make data available to stakeholders and other external agencies at the appropriate time.
- Ensure the integrity of all data held in the school.
- Ensure data is input in a consistent and accurate manner onto all data systems.
- Assist with the analysis of data produced, and produce reports and documentation for the Senior Leadership Team, governors or other stakeholders as required.
- To carry out operational processes in relation to GDPR Legislation.
- Provide data and produce reports in a timely manner to meet internal and externally set deadlines.
- Produce regular reports to meet statutory requirements and deadlines.

Support to Reception

- To provide an efficient reception service to all visitors to the school and members of the school.
- To ensure that all visitors to the school are signed in and out and provided with the correct visitor badge as required.
- Answer all telephone enquiries promptly and take messages as necessary to pass on to the appropriate person.
- Use the SIMS computer system to locate students as required.

Professional Accountabilities

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and in particular the regulations relating to GDPR, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

JOHN TAYLOR MULTI ACADEMY TRUST

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

JOHN TAYLOR MULTI ACADEMY TRUST

**Person Specification
Level 2
Reception & Data Assistant**

	Criteria	Measured by
	<p>Experience</p> <ul style="list-style-type: none"> • Experience of data manipulation, analysis and reporting. • Proven ICT experience. • Proven track record of providing an effective and efficient reception service. 	I
	<p>Qualifications</p> <ul style="list-style-type: none"> • NVQ Level 2 in School Support or equivalent. 	AF/I
	<p>Knowledge / Skills</p> <ul style="list-style-type: none"> • Excellent Keyboard and Computer skills (training will be given on the school system SIMS). • Organisational Skills • The ability to remain calm under pressure • Motivated • Customer focused • Confidential approach is essential • Ability to work as part of a team and on own initiative. • Awareness of relevant legislation. • Methodical with a good attention to detail. 	AF/I
	<p>Behaviour Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open and honest and an active listener. • Takes responsibility and accountability • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates and “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Us adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing skills 	

AF = Assessed at Application Form

I = Assessed at Interview

T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***