



CUMNOR HOUSE
SUSSEX

Academic Data Systems Administrator

Full time, permanent/ Hours: 7am until 3pm
38 weeks – Term time plus 10 days



Reporting:

The Deputy Head of Academic, Academic Leadership team.

Main responsibilities:

Ethos

- Uphold and promote the values and ethos of the School

Systems

- Support the ALT team with administrative tasks
- Sending communications via ISAMS or Parent Portal to parents/pupils on behalf of ALT.
- Maintain the School's test results database, including production of informative reports and analysis to measure progress.
- Review analysis of test results with SMT and HODs, reporting, as part of the Academic team, regularly to the Headmaster.
- Manage the production of termly pupil reports and grades.
- As part of the Academic Team, contribute to the review, design and production of progress reports for pupils.
- Manage the School's Parent Portal.

- Be available before the start of the school day to manage last-minute, unplanned absences.
- Arrange cover for absent teaching Prep Staff.
- Maintain a list of available cover staff to ensure sufficient quality cover is always available.
- Liaise with relevant teachers regarding cover work, ensuring continuity and behaviour management during cover lessons.
- Provide emergency cover throughout the day, including room adjustments if required.
- Allocate cover staff appropriately, ensuring lessons are covered by the most suitable staff.
- Issue a daily cover email, keeping all staff informed of cover arrangements.
- Oversee duty staff, ensuring all lunch and break duties are covered during absences.
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- Oversee duty staff, ensuring all lunch and break duties are covered during absences.
- Liaise with subject leaders to clarify any instructions or requirements during cover periods.
- Ensure all personal data and staff absence information are handled confidentially and in line with school policies.
- Participate in training and adhere to policies relating to safeguarding, health & safety, and data protection.
- Pay attention to the school diary, including trips and sports matches, to plan cover in advance.
- Creation and management of Parents Evenings via the SchoolCloud system
- Creation of exam timetables and invigilation rotas, and distributed to staff and parents via the appropriate systems
- In conjunction with Director of Tracking and External Assessments, produce pre-test timetables and invigilation rotas.
- ISAMS Administrator
- Assist Pre-Prep with the creation of their reports
- Attend School-based INSET and external courses as appropriate
- With other members of the Academic Leadership Team, ensure that information on the website is correct and up to date, including policies.

Other administration

- Trip administration support for any staff leading a school trip, supporting SMT with the coordination and planning of any school trips.
- Providing references for academic institution.
- Supporting ALT with diary management; arranging meetings and providing associated paperwork; agendas, minutes, schedules etc
- Assist with organising post Scholarship programme
- Gather references and ensure application deadlines are met
- Any other adhoc tasks as required

Parent Portal Hygiene

- Keeping the records on the Parent Portal up to date and removing outdated documents.
- Maintaining easy to use folder system to help guide parents to the documents they need.
- Controlling parent portal access so that parents only see documents for their year groups (not all documents)

Person Specification

	Essential	Desirable
Experience and knowledge	<ul style="list-style-type: none"> - Administrative experience of working in a busy office 	<ul style="list-style-type: none"> - Previous experience in using school database software would be an advantage but not necessary
Qualifications	<ul style="list-style-type: none"> - Educated to GCSE Level or equivalent 	
Skills	<ul style="list-style-type: none"> - Approachable - Excellent customer service skills - IT literacy is essential – particularly in Word, Excel and Outlook - Excellent administrative skills - Accuracy and attention to detail is essential - Ability to deal sensitively with confidential information - Strong organisational and communication skills - Ability to work under pressure and manage last-minute changes effectively 	<ul style="list-style-type: none"> - Experience of using SOCS, ISAMS, and MS Teams
Personal and Professional	<ul style="list-style-type: none"> - Enjoy working to a high standard in a demanding and sometimes pressurised environment. - Tact, diplomacy, and a sense of humour - Willingness to act on guidance and support - Ability to work independently and manage remote workflows effectively (if remote working) 	

Remuneration and Benefits:

- Cumnor is in a position to offer an outstanding remuneration package, in line with experience and qualifications.
- Substantial remission on fees for Staff children attending the School or Nursery
- Generous contributory pension scheme
- Free on-site parking
- Complimentary dining and refreshments available all day during term time
- Free use of swimming pool at specified times
- Occupational sick pay scheme
- Life Insurance
- Employee Assistance programme

Hours of work and Salary:

This is a term-time role. As Cover Manager you will be expected to work from 07:00 to 15:00. There is potential for this role to be hybrid with some remote work. We are open to flexible working arrangements, ensuring that the successful candidate can effectively manage cover arrangements from a remote setting while maintaining communication with school staff.

Salary Range for this role is £22,000 to £24,000 depending on appropriate experience and skills.

Application Process and Safeguarding

To apply, please complete our application form (which can be found on our website) and submit it with a covering letter by **Friday 1st November 2024** to hr@cumnor.co.uk

We reserve the right to make an appointment at any time prior to the closing date. If you would like to make enquiries, please call **Karen German on 01825 790347**.

Cumnor House Sussex is committed to safeguarding and promoting the welfare of children. An offer of employment will be subject to an enhanced DBS disclosure, satisfactory safeguarding interview and pre-employment references, verification of ID, medical fitness and relevant qualifications, and other security checks including Overseas and Teachers Barred lists.