

<b>Children and Life Long Learning Directorate</b>				
<b>School Improvement Division</b>				
<b>Position Number</b>	<b>Post Ref</b>	<b>Post Title</b>	<b>Grade</b>	<b>Date</b>
50110624		<b>Administrator Elective Home Education/ Assessment Project and Officer Support Team</b>	<b>Grade 5</b>	<b>April 2008</b>

**REPORTING RELATIONSHIPS**

**Responsible to:** Team Leader, Project and Officer Support Team  
**Responsible for:** Admin and ICT support for Elective Home Education and Assessment

**MISSION STATEMENT OF DIVISION**

To ensure that the core responsibility of the CLLD in relation to monitoring, challenging, supporting and intervening are carried out to the highest standard.

To promote, encourage and support the highest quality of teaching and learning by providing a wide range of consultancy and training services, including management and curriculum advice to schools.

**JOB PURPOSE**

To support the Local Authority programme relating to Elective Home Education.

To administer the local Authority KS2/3 Assessment monitoring and KS1 Moderation programmes.

Both of the above to improve educational attainment and complement the requirement of the Children's Act (Every Child matters).

Provision of a range of IT and Admin Support to the Business and Organizational Development Manager.

**ACCOUNTABILITIES:**

To create and maintain Assessment databases using IT packages including Excel. Act as Local Authority user for National Assessment Agency webs

dealing with queries from schools. Production of statistical data from the databases/website as required for reports.

Management of the administration for and attendance at Assessment Development Group and KS1 Moderators Meetings including circulation of agenda, minutes, information to schools and collation of materials, resources. Providing administrative support in respect of Associate KS1 Moderators regarding contracts and payments.

To receive and ensure secure storage of strictly confidential KS2/3 SATS materials.

To provide a range of administrative and IT support service to the Business and Organizational Development Manager including word processing, ordering, minute taking of the SID Business and Development Group, maintenance of the calendar, scheduling of meetings, telephone and postal duties.

To develop and maintain effective and efficient manual and IT systems to manage extensive data relating to Elective Home Education (EHE) and archiving of confidential information in accordance with the Data Protection/freedom of information act.

Maintenance and update of EMS and Excel databases in relation to EHE children.

In respect of EHE meet stated EHE targets, distribute guidance information, provision of paperwork to monitoring officers, scheduling and attendance at fortnightly review meetings, resources.

Maintain and develop Directorate, Divisional, Inter LA and Inter Agency links in respect of Elective Home Education.

Membership and administration of the EHE Midland Group Conferences and EHE Team meetings, including circulation of agendas, minutes and collation of materials, resources.

Production of EHE statistical data (for forms, reports) as and when required – extracting information from databases.

### **Key Tasks 2007 – 2008**

1. To review and develop admin and IT systems to support EHE
2. To co-ordinate the safe storage, retention and removal of EHE records in line with corporate procedures
3. To provide admin support for the EHE Conference, ie room booking, circulation of papers, taking minutes, etc
4. To review and develop admin and IT systems to support Assessment

5. To provide admin support to the Assessment Development Group, ie arranging meetings, circulation of papers, collation of materials, ordering resources
6. To review and develop admin and IT systems to support Business and Organisational Development
7. To identify opportunities for professional development through the review process for own development.
8. To participate in and contribute to the SID organizational review process.
9. To participate in and contribute to SID professional development activities.

The content of this job description and person specification will be reviewed on an annual basis in line with the Children and Lifelong Learning Directorate's training and development review policy.

## PERSON SPECIFICATION

FACTORS	ESSENTIAL	DESIRABLE	MEASURED BY
<p><b>QUALIFICATIONS AND SKILLS</b></p> <ul style="list-style-type: none"> <li>• 4 GCSE's or equivalent including Maths and English</li> <li>• NVQ level 3 Business Admin or equivalent</li> <li>• An IT qualification equivalent to competency level of ECDL/CLAIT</li> </ul>	<p>√</p> <p>√</p>	<p>√</p>	<p>Letter of application/ Certificates</p>
<p><b>SPECIAL KNOWLEDGE, ABILITIES AND/OR EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Experience of working within an office environment</li> <li>• Fluent in the use of Microsoft office</li> <li>• Evidence of good communication skills both written and oral</li> <li>• The ability to analyze and present information</li> <li>• Excellent organizational skills and the ability to manage deadlines</li> <li>• Ability of working successfully with internal and external clients.</li> <li>• Experience of attending meetings to take minutes</li> <li>• Must be a driver and have access to a vehicle</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p>	<p>Letter of application/ interview</p> <p>Letter of application/ interview</p>

<p><b>PERSONAL QUALITIES</b></p> <ul style="list-style-type: none"> <li>• Ability of working cooperatively and constructively with others</li> <li>• Creative thinking and problem solving and the ability to work on own initiative</li> <li>• Flexibility and the ability to respond positively to changes in allocation of duties</li> <li>• Discretion and the ability to maintain confidentiality</li> <li>• Customer focused</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>Letter of application/ interview</p>
<p><b>INTEREST AND MOTIVATION IN THE JOB</b></p> <ul style="list-style-type: none"> <li>• A commitment to further personal development and training</li> <li>• Self motivated with a high level of effort and enthusiasm</li> </ul>	<p>√</p> <p>√</p> <p>√</p>		<p>Letter of application/ interview</p>