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**Job Title: Systems Administration Assistant**

Grade C (Term Time Only, 37 hours per week)

**Role:** To provide an accurate and efficient systems administration

service to the school, whilst supporting a busy School Office to

provide quality service to staff, students, parents and visitors

**Line Manager:** Finance and Office Manager

**Duties:**

* + Ensure that student data is accurately recorded across a range of school systems
  + Assistant with the preparation of school census data and other returns as necessary
  + Produce a range of regular and ad hoc reports from various school systems
  + Working closely with the Administration Officer assist with the data collection of new students joining the school
  + Support the collection and recording of payments for student school meals, trips and events
  + General administration support for the School Office, including the monitoring of emails, stationary stock levels, staff reprographic requests, event organisation and parent communication
  + Support with providing reception duties when needed to include: telephone and email enquiries, greeting visitors, managing student runners etc

**All administrative duties are subject to division of the roles within the office, however all admin support staff should be aware of all systems in the office and be able to step in case of emergency or absence.**

**Whilst every effort is made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**

**Personal Specifications**

* Be educated to GCSE Level with 5 passes at Grade C or above including Maths and English
* Proficient in school system usage, especially SIMs, Tucasi and SCOPAY
* Proficient in Microsoft Office applications, especially MS Excel
* Effective interpersonal and communication skills are essential
* Outstanding attention to detail in every task is essential
* Have the ability to prioritise workloads, work to deadlines without supervision
* Uses their initiative to complete tasks, asking for support when required
* Enjoys working with people and can develop good working relationships with staff across the school
* Be patient and calm under pressure: managing their own time effectively

*The Hamble School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Candidates will be subject to DBS checks along with other relevant employment checks.*